

# Parent/Student Handbook

## 2012–2013



- ✧ Friendship Southeast Academy
- ✧ Friendship Chamberlain Elementary and Middle
- ✧ Friendship Woodridge Elementary and Middle
- ✧ Friendship Blow Pierce Elementary and Middle
- ✧ Friendship Technology Preparatory Academy
- ✧ Friendship Collegiate Academy

**Learn  
Achieve  
Grow**



**Friendship**  
Public Charter School



2012-2013 School Calendar

AUGUST 2012						
	S	M	T	W	T	F S
				1	2	3 4
	5	PD	PD	PD	PD	PD 11
	12	PD	PD	PD	PD	PD 18
	19	PD	PD	PD	PD	PD 25
1	26	F	28	29	30	31

Student Days: 5, Returning Teacher Days: 15, New Teacher Days: 20

SEPTEMBER 2012						
	S	M	T	W	T	F S
						1
2	2	H	4	5	6	7 C SS
3	9	10	11	12	13	14 C SS
4	16	17	18	19	20	21 C SS
5	23	24	25	26	27	28 C SS
6	30					

Student Days: 19, Teacher Days: 19

OCTOBER 2012						
	S	M	T	W	T	F S
		1	2	3	4	5 6
6						
7	7	H	9	10	11	12 C SS
8	14	15	16	17	18	PD C SS
9	21	★	23	24	25	26 C SS
10	28	29	30	31		

Student Days: 20, Teacher Days: 22

NOVEMBER 2012						
	S	M	T	W	T	F S
					1	Q1 PD/T C SS
11	4	5	6	7	8	R C SS
12	11	H	13	14	15	16 C SS
13	18	19	20	21	H	H 24
14	25	26	27	28	29	30

Student Days: 18, Teacher Days: 19

DECEMBER 2012						
	S	M	T	W	T	F S
						C SS
15	2	3	4	5	6	7 C SS
16	9	10	11	12	13	★ SS
17	16	17	18	19	20	21 C
	23	H	H	H	H	H 29
	30	H				

Student Days: 14, Teacher Days: 15

JANUARY 2013						
	S	M	T	W	T	F S
			H	H	H	H SS
18	6	7	8	9	10	11 C SS
19	13	14	15	16	17	18 C SS
20	20	H	22	23	24	Q2 C
21	27	28	29	30	31	

Student Days: 18, Teacher Days: 18

FEBRUARY 2013						
	S	M	T	W	T	F S
						R C SS
22	3	4	5	6	7	8 C SS
23	10	11	12	13	14	PD SS
24	17	H	19	20	21	22 C SS
25	24	★	26	27	28	

Student Days: 17, Teacher Days: 19

MARCH 2013						
	S	M	T	W	T	F S
						1 C SS
26	3	4	5	6	7	8 SS
27	10	11	12	13	14	15 C SS
28	17	18	19	20	21	22 C SS
29	24	25	26	27	28	PD/T C SS
	31					

Student Days: 20, Teacher Days: 21

APRIL 2013						
	S	M	T	W	T	F S
		H	H	H	H	H SS
30	7	8	9	10	11	Q3 C SS
31	14	PD	H	17	18	R C SS
32	21	22	23	24	25	26 C SS
33	28	29	30			

Student Days: 15, Teacher Days: 16

MAY 2013						
	S	M	T	W	T	F S
				1	2	3 C SS
34	5	6	7	8	9	10 C SS
35	12	13	14	15	16	17 C SS
36	19	20	21	22	23	24 C
37	26	H	28	29	30	31

Student Days: 22, Teacher Days: 22

JUNE 2013						
	S	M	T	W	T	F S
						C SS
38	2	★	4	5	6	7 C SS
39	9	10	11	12	13	14 C
40	16	17	18	19	L	PD 22
	23	24	25	26	27	R 29
	30					

Student Days: 13, Teacher Days: 15

JULY/AUGUST 2013						
	S	M	T	W	T	F S
		FS	2	3	H	5 6
	7	8	9	10	11	12 13
	21	22	23	24	25	26 27
	28	LS	30	31		

Parent/Student Handbook  
2012-2013

Parent/Guardian and Student Acknowledgement Form

My child and I have received and read the Friendship Public Charter School Parent/Student Handbook in its entirety and acknowledge the following:

- This handbook contains information and policies for our review.
- Friendship reserves the right at any time to amend or to add to its policies.
- The handbook will be accessible online at [www.friendshipschools.org](http://www.friendshipschools.org) and any changes or updates to this handbook will be posted on the Friendship website.
- Failure to return this acknowledgement form does not excuse any individual from complying with the handbook, policies, regulations and guidelines.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

School Name

Grade Level

CALENDAR LEGEND		
District of Columbia Comprehensive Assessment System (DC CAS)   Grades 2-10 ***TENTATIVE DATES***		
Early release days will begin on August 31, 2012 and occur every Friday. There will be a 1 p.m. dismissal on early release days.		
F→First Day of School (Students)	SS→High School Saturday Credit Recovery	Q→End of Quarter (grading closed)
L→Last day of school for students/end of Quarter 4	C→Saturday Learning Camp	R→Report Cards Issued
H→Holiday/Break (no school for teachers and students)	T→Teacher Records Half-Day	FS→First Day of Summer School
PD→Professional Development (no school for students)		LS→Last Day of Summer School
★→Parent Conference STAR Day 3 p.m. to 7 p.m. (no school for students; teachers begin tour at 10 a.m.)		

# Parent/Student Handbook

## 2012-2013

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### TABLE OF CONTENTS

About Friendship Public Charter School . . . . .	1
General Information . . . . .	2
How do I contact Friendship PCS? . . . . .	2
School Contact Information. . . . .	2
Friendship PCS Community Office Contact Information . . . . .	2
Event of School Closing, Delayed Openings, Early Dismissal. . . . .	2
Enrollment . . . . .	3
Transfer or Withdrawal of a Student . . . . .	3
School Breakfast and Lunch . . . . .	3
What are STAR Days? . . . . .	3
Campus Visits and Classroom Observations . . . . .	3
Conferences With Staff/Contacting Your Child’s Teacher or Other School Staff Member .	3
Immunizations . . . . .	4
Health Services. . . . .	4
Authorization for Administering Medication During School Hours . . . . .	5
Food Allergies . . . . .	5
What is the Friendship PCS Uniform Policy? . . . . .	6
Friendship Chamberlain Elementary & Middle Uniform . . . . .	6
Friendship Woodridge Elementary & Middle Uniform . . . . .	8
Friendship Southeast Elementary Academy Uniform . . . . .	10
Friendship Blow Pierce Elementary & Middle Uniform . . . . .	12
Friendship Technology Preparatory Academy Uniform . . . . .	14
Friendship Collegiate Academy Uniform . . . . .	16
What are the requirements for Student Promotion? . . . . .	18
School Attendance Policy. . . . .	19
What are the requirements for school attendance? . . . . .	19
Excused/Unexcused Tardiness and Early Pick-Up. . . . .	19
Excused Absences . . . . .	20
Policy Regarding Absences . . . . .	20
Late Pick-Ups . . . . .	21
Summer School Attendance . . . . .	21
Authorized Electronic Device Policy . . . . .	22
Primary, Elementary and Middle/Junior Academies. . . . .	22
High School . . . . .	22
Internet Use – Acceptable Use Policy. . . . .	23

# Parent/Student Handbook

## 2012-2013

<b>Friendship Public Charter School Code of Conduct and Discipline Policy . . . . .</b>	<b>25</b>
<b>Code of Conduct . . . . .</b>	<b>25</b>
<b>Discipline Policy . . . . .</b>	<b>25</b>
<b>Primary and Elementary List of Infractions for Grades Preschool-5 . . . . .</b>	<b>27</b>
<b>Secondary List of Infractions for Grades 6-12 . . . . .</b>	<b>28</b>
<b>Procedures for Suspension and Expulsion . . . . .</b>	<b>29</b>
<b>Procedures for Appeal . . . . .</b>	<b>29</b>
<b>Review and Determinations . . . . .</b>	<b>30</b>
<b>Locker and Desk Searches . . . . .</b>	<b>30</b>
<b>Use of Metal Detectors . . . . .</b>	<b>30</b>
<b>Seizure of Illegal Materials . . . . .</b>	<b>30</b>
<b>Student Interrogations . . . . .</b>	<b>30</b>
<b>Student Services and Resources . . . . .</b>	<b>31</b>
<b>Extended Learning Programs, Tutoring and Extra-Curricular Activities . . . . .</b>	<b>31</b>
<b>Saturday Learning Camp (SLC) . . . . .</b>	<b>32</b>
<b>English Language Learner Student Identification Policy . . . . .</b>	<b>32</b>
<b>Special Education Services . . . . .</b>	<b>32</b>
<b>Section 504 of the Rehabilitation Act of 1973 . . . . .</b>	<b>33</b>
<b>Education of Homeless Children and Youth . . . . .</b>	<b>35</b>
<b>Parent Resources . . . . .</b>	<b>36</b>
<b>What is the Office of Parent Relations? . . . . .</b>	<b>36</b>
<b>What is the Parent Advisory Council (PAC)? . . . . .</b>	<b>36</b>
<b>Is Before and After Care Available. . . . .</b>	<b>36</b>
<b>Accessing Additional Resources to Support You and Your Child . . . . .</b>	<b>36</b>
<b>How do I Sign Up to Volunteer? . . . . .</b>	<b>37</b>
<b>What is the Family Education Rights and Privacy Act (FERPA)? . . . . .</b>	<b>37</b>
<b>What is No Child Left Behind? . . . . .</b>	<b>38</b>
<b>Early Childhood Education Program. . . . .</b>	<b>38</b>

### ABOUT FRIENDSHIP PUBLIC CHARTER SCHOOL

**Our Mission**  
The mission of Friendship Public Charter School is to provide a world class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self sufficient citizens who contribute actively to their communities.

**What We Do**  
Through innovative, challenging standards-based classroom learning experiences and extended learning programs, Friendship instills an appreciation for education, high academic and personal standards that prepare students to become responsible contributors to their communities and world.

**Who We Are**  
Founded in 1997, Friendship Public Charter School is a 501(c)(3) not for profit corporation. Friendship established its first charter schools in 1998, opening the Chamberlain and Woodridge elementary campuses. Today, Friendship has elementary, middle and high school charter campuses throughout the District of Columbia, serving nearly 4,000 children and youth in preschool through grade 12, plus partnerships with the District of Columbia Public Schools and Baltimore City Public Schools to operate traditional public schools.

The organization is headed by an independent board of trustees, consisting of 15 voting members – nine of whom are residents of the District of Columbia, including two parent representatives.

### GENERAL INFORMATION

#### How do I contact Friendship PCS?

##### School Contact Information

Friendship Chamberlain Elementary and Middle  
1345 Potomac Avenue, SE  
Washington, DC 20003  
(202) 547-5800  
Principal: Morrise Harbour

Friendship Woodridge Elementary and Middle  
2959 Carlton Avenue, NE  
Washington, DC 20018  
(202) 635-6500  
Principal: Rictor Craig

Friendship Southeast Academy  
645 Milwaukee Place, SE  
Washington, DC 20032  
(202) 562-1980  
Principal: Joseph Speight

Friendship Blow Pierce Elementary and Middle  
725 19th Street, NE  
Washington, DC 20002  
(202) 572-1070  
Principal: Mya Baker

Friendship Technology Preparatory Academy  
620 Milwaukee Place, SE  
Washington, DC 20032  
(202) 562-1681  
Principal: Doranna Tindle

Friendship Collegiate Academy  
4095 Minnesota Avenue, NE  
Washington, DC 20019  
(202) 396-5500  
Principal: Peggy Jones

##### Friendship PCS Community Office Contact Information

120 Q Street, NE  
Suite 200  
Washington, DC 20002  
Main Office Phone Number: (202) 281-1700  
Fax Number: (202) 281-1799  
Web address: [www.friendshipschools.org](http://www.friendshipschools.org)

#### Event of School Closings, Delayed Openings, Early Dismissals

In the event of inclement weather or other emergency, please refer to Channel 5 (FOX Network) for information regarding the schedule for that day. Additionally, the school will send messages to your home telephone numbers, so please check your voice mail.

#### Enrollment

Every year, students must be re-enrolled in school regardless of prior year enrollment and attendance. Parents must take advantage of the early enrollment opportunity and submit residency verification information in early April to ensure that their children have slots reserved. Otherwise, students may lose their slots. Please see [www.friendshipschools.org](http://www.friendshipschools.org) for more detailed information.

#### Transfer or Withdrawal of a Student

Parents/guardians of record are required to come to the school and sign the necessary forms for the withdrawal from Friendship. Students are responsible for reporting to the main office on their last day of attendance. Transfer or withdrawal papers will be processed at that time. Withdrawal will not be granted unless the parent/guardian completes the forms in person. Grades and transcripts will not be released until all accounts/fees are cleared.

#### School Breakfast and Lunch

Friendship PCS offers nutritionally balanced meals to students daily. Applications for the school breakfast and lunch program may be obtained at registration or from the school office at any time during the school year. Parents and students who were in the program during the prior school year must have a new application filed within the first 30 days of the new school year.

#### What are STAR Days?

It is critical for our parents/guardians to be actively engaged in their children's education. A key part of your engagement is understanding the academic progress your children make throughout the year. To that end, parents are required to attend the Student and Teacher Accountability Report (STAR) day conferences. During SY 12-13, these mid-quarter conferences are scheduled from 3 p.m. to 7 p.m. on October 22, December 14, February 25 and June 3. On STAR days, parents, students and teachers have the opportunity to:

- review your children's mid-quarter progress reports with your assigned teacher(s)
- discuss behavior and attendance
- discuss options for improving your children's performance
- discuss enrichment opportunities
- develop a plan to address your children's needs

#### Campus Visits and Classroom Observations

Friendship PCS requires all guests to use the main entrance to our buildings. Guests are required to report to the security desk to sign in and retrieve a visitor's badge that must be worn for the duration of your visit. Guests must follow the direction of security and may not roam the school building. At the completion of the visit, guests must sign out at the security desk. Suspicious or disruptive activity or behavior may lead to a security escort and barring from the campus.

Parents/guardians of record who are interested in observing classrooms must make arrangements in advance through the main office and teacher. Classroom observations are not conferences and parents are therefore asked to quietly observe instruction.

#### Conferences with Staff/Contacting Your Child's Teacher or Other School Staff Member:

Friendship PCS places a great deal of emphasis on parent involvement and we welcome parents/guardians to contact the school with requests for assistance or to express concerns. Contact with Friendship PCS staff regarding concerns should be made in the following order: (1) Teacher (2) Assistant Principal (3) Principal (4) Friendship PCS Community Office. If a parent/guardian wants to discuss a matter with a member of the school staff, the following procedure should be followed:

- The parent/guardian should schedule an appointment with the faculty member prior to the meeting date. It is possible that an adequate response can be provided through a telephone discussion. Please refer to your child's schedule, teacher syllabus, or phone the school to schedule a meeting with a teacher or other staff member.

- The parent/guardian must report to the office at the time of the agreed appointment and the main office will notify the staff member of your arrival. To avoid disruption of classes or other school activities, parents/guardians are not permitted to go to a classroom or other location without prior consent from the main office and/or a security escort.
- If no resolution can be reached through a discussion with a teacher, the parent must contact the main office to schedule appointments in the following order: (1) Academy Director and (2) Principal. Parents/guardians may contact the Community Office after they have spoken with the principal at the school site.
- While the Director of Parent Relations is there to assist you, we want to ensure that the parent has gone through the appropriate channels at the school level prior to making this contact.
- With regard to discipline hearings for suspensions of 10 days or more and recommendations for expulsion, parents will contact the Community Office at 202-281-1700 to request a hearing.

### Immunizations

State law requires all students to be immunized unless you waive the right for immunization due to religious or medical reasons. In the event of waiver due to religious or medical reasons, submission of a notarized letter to the school nurse and signed by you and your child's physician is required.

Parents must submit forms or waivers to the main office and should retain copies in the event the information is requested again. Students without complete, up-to-date immunization forms will receive letters requesting up-to-date records.

Free immunizations for D.C. residents can be provided through the D.C. Immunization Program located at 6323 Georgia Avenue, NW, Suite 305, Washington, DC 20011. Please phone (202) 576-7130 for more information.

**Please note: Upon accruing unexcused absences for missing health information, you and your child will be subject to the Attendance Policy of this handbook and D.C. truancy law.**

### Health Services

Friendship Public Charter Schools partner with the DC Department of Health and Children's School Health Services to provide school nursing services to your child(ren). The role of the school nurse is to:

- Assist students with chronic illnesses that require ongoing prescribed medical treatment including monitoring blood sugar levels, administering tube feedings and performing catheterizations.
- Conducting health screenings and making referrals for various conditions including vision, hearing, scoliosis.
- Provide health assessments and referrals for health problems and medical conditions.
- Control communicable diseases by ensuring all students are immunized in accordance with District of Columbia laws and regulations.
- Identify suspected child abuse, illegal drug use or depression and determine appropriate intervention.

### School Health Services: School Nursing

The school nurse provides the following services which do not replace the care a student should receive from a regular doctor or clinic:

- Basic first aid
- Monitoring of immunization records
- Administration of certain medications
- Referrals to emergency and other care in the event that an injury or other condition requires a service the nurse is unable to provide

### Role of Parents and Guardians

Parents and guardians can assist the school nurse in serving our students by:

- Informing the school nurse of any medical conditions or concerns about your child(ren)'s health
- Making sure the school nurse has accurate, up-to-date emergency contact information

- Getting your child's immunizations updated in accordance with requirements and promptly submitting your immunization form
- Completing and promptly submitting the authorization form for administering medications along with any medications, medical equipment or supplies needed during the school day
- Providing follow-up information about the outcome of your child's health care referral

### Authorization For Administering Medication During School Hours

In the event that a parent requests that a student take medication during the school day, please follow these procedures.

1. The Authorization For Administering Medication form must be completed by the parent or guardian. (Please see your child's schools nurse to receive form).
2. The Authorization For Administering Medication form must be completed by the physician.
3. The completed Authorization For Administering Medication form must be on file at school before the medication can be administered at school.
4. The medication must be in the original labeled container as dispensed or in the manufacturer's labeled container. The label must contain the student's name, name of the medication and directions for use and date.
5. Parents or other authorized adults must transport medications and medical supplies to and from school; students may not carry medications or supplies unless it is an inhaler for asthma (please also see school nurse)
6. All unused medications that have not been picked up by parents by the last day of each school year will be discarded by health office staff.
7. Immediate written notification of changes must be provided to the school by the parent/guardian.
8. Annual renewal of authorization is required.

**Please Note: No medication will be administered at school in the absence of a completed, approved Authorization For Administering Medication Form.**

### Food Allergies

If your child is allergic to certain foods please provide a note to the school nurse, your child's classroom teacher, as well as your child's food service coordinator. If medication is being taken at school (i.e. Epi-Pen, etc.), you are also required to fill out the Authorization for Administering of Medication Form.



WHAT IS THE FRIENDSHIP PCS UNIFORM POLICY?

Friendship Chamberlain Elementary & Middle Uniform

A parent/guardian may request a student be exempted from the Friendship Public Charter School Standard Dress Code Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Director of Parent Relations at 202-281-1700 if you have any questions.

<b>IDs Grades 6-8</b>	School issued with beaded chain or school issued alternative	School issued ID must be visible at all times	School issued ID must be worn on the outside of shirts or jackets at all times	Student IDs are part of the daily operation. IDs should be on display around the neck whenever on school property
<b>Pants</b>	Docker Style	Cotton-Twill	Khaki with Back Pockets	Fitted at the waist and belted  <b>Absolutely no:</b> Slits in the Pants Flaired Pants Form-Fitting/Spandex/Stretch Capri Gym/Sweat Styles Denim Cargo (no side pockets)
<b>Jumpers</b>	Khaki	Cotton-Poly blend		Must be worn with dress shirt and solid navy blue tie or bow tie
<b>Skirts</b>	Pleats, A-Line, Straight. Must be worn with tights/ pantyhose or designated knee highs. Navy, White or Flesh color	Cotton-Twill	Khaki	Length of skirt should be one inch above the knee or longer.  <b>Absolutely no:</b> Front or side slits (Back slits should be no more than 2 inches) Skirts shorter than one inch above the knee Cargos Denim
<b>Shorts (June 1- August 20 only)</b>	Docker Style	Cotton-Twill	Khaki with Back Pockets	Length of shorts should be one inch above the knee or longer. Undergarments should not be visible through clothing.  <b>Absolutely no:</b> Walking shorts, skorts or cargos
<b>Polo Shirts</b>	Polo and Turtlenecks. White turtlenecks can only be worn underneath uniform shirt. All students are required to wear the designated school logo shirt or the solid white or navy polo shirt.	Cotton-Poly blend	Uniform shirt, Solid colors only: White, Navy  Navy polo White polo	All shirts must have a collar. All shirts must be tucked in at all times.  <b>No exceptions, Absolutely No:</b> Midriff Shirts (All shirts must be long enough to be neatly tucked inside pants, even while sitting or raising hand.) Tan Shirts, Solid Dresses, T-Shirts, Tank Tops/ Muscle Shirts Logo Shirts (except for FPCS Logo)
<b>Grades Pre K-4 Grades 5-8</b>				
<b>Oxford Shirts</b>	Long sleeve with collar or short sleeve with collar	Poly-Cotton blend	White only	All dress shirts must be worn with a solid Navy Blue tie or bowtie for males and Navy Blue crosstie for females.  <b>Absolutely no:</b> Bows or designs

<b>Belt Belts must be worn at all times.</b> (Please note that if a belt is not worn, string will be provided to prevent sagging)	Solid Color	Leather	Solid colors only: Black, Brown	<b>Absolutely no:</b> Designs, Inappropriate Language, Graphics, Stickers, Patches No battery operated or electronic belts or belt buckles Belt buckles no larger than 2 in x 2 in.
<b>Sweater/Vest</b> (Can be worn in the classroom)	Any Style	Sweater or Knit	Navy	Plain-No Logos except FPCS school logo  <b>Absolutely no:</b> Turtleneck Sweaters, Blends, Stripes, Hoods or Cardigans with Zippers
<b>Blazers</b> (Can be worn in class)	Any Style	Poly-Cotton blend	Navy	Plain-No logos except FPCS school logo
<b>Slickers, Windbreakers or Athletic Jackets</b> (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
<b>Winter Coats</b> (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
<b>Socks Pantyhose Tights</b>	Socks must have visible top	Any Fabric	Socks: White, Navy, or Black Tights/Pantyhose: Fleshtone, Navy or White	All socks should be at least to the ankle (Preferably longer). Pantyhose or knee highs must be worn with skirts
<b>Shoes</b> (The sole of the shoe must be a solid color of black)	Loafers Black Tennis Shoes Lace-up Shoes	Any Material	Solid Colors: Black	<b>Absolutely no:</b> Opened toe or heel shoes or sandals
<b>Book Bags</b>	See-through (In order to carry from class to class)	Clear/Transparent		Unless a book bag can be completely seen through, students are not allowed to transport them from class to class and throughout the building. All other forms of book bags must remain in the locker during the school day including but not limited to after school activities
<b>Purses</b>	8"w x 8"d (Purses should not exceed 8"w x 8"d)	Any Color		<b>Absolutely no:</b> Book bag style purses, waist bags, front pouch purses or duffel bags Language written on bags
<b>Earrings</b>	Earrings cannot be larger than the size of a quarter	Any Style Metal only: silver, gold or brass		<b>Absolutely no:</b> Rainbow-colored earrings or hoops that exceed the size of a quarter
<b>Head Covering</b>	Scarves or rags	Head covering is not allowed to be worn on school property		<b>Absolutely no:</b> Hair rollers, hats, scarves, rags, skull caps, etc. to be worn in the building

No face make-up  
Undergarments not visible, tattoos covered, closed toe shoes, hair should be groomed

# Parent/Student Handbook

## 2012-2013

### Friendship Woodridge Elementary & Middle Uniform

A parent/guardian may request a student be exempted from the Friendship Public Charter School Standard Dress Code Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Director of Parent Relations at 202-281-1700 if you have any questions.

IDs Grades 6-8	School issued with beaded chain or school issued alternative	School issued ID must be visible at all times	School issued ID must be worn on the outside of shirts or jackets at all times	Student IDs are part of the daily operation. IDs should be on display around the neck whenever on school property
Pants	Docker Style	Cotton-Twill	Khaki with Back Pockets	Fitted at the waist and belted  <b>Absolutely no:</b> Slits in the Pants Flaired Pants Form-Fitting/Spandex/Stretch Capri Gym/Sweat Styles Denim Cargo (no side pockets)
Jumpers	Khaki	Cotton-Poly blend		Must be worn with dress shirt and solid navy blue tie or bow tie
Skirts	Pleats, A-Line, Straight. Must be worn with tights/ pantyhose or designated knee highs. Navy, White or Flesh color	Cotton-Twill	Khaki	Length of skirt should be one inch above the knee or longer.  <b>Absolutely no:</b> Front or side slits (Back slits should be no more than 2 inches) Skirts shorter than one inch above the knee Cargos Denim
Shorts (June 1- August 20 only)	Docker Style	Cotton-Twill	Khaki with Back Pockets	Length of shorts should be one inch above the knee or longer.  <b>Absolutely no:</b> Walking shorts, skorts or cargos
Polo Shirts	Polo and Turtlenecks. White turtlenecks can only be worn underneath uniform shirt. All students are required to wear the designated school logo shirt or the solid white or navy polo shirt.	Cotton-Poly blend	Uniform shirt, Solid colors only: White, Navy  Turtleneck, Solid color: White only	All shirts must have a collar. All shirts must be tucked in at all times.  <b>No exceptions, Absolutely No:</b> Midriff Shirts (All shirts must be long enough to be neatly tucked inside pants, even while sitting or raising hand.) Tan Shirts, Solid Dresses, T-Shirts, Tank Tops/ Muscle Shirts Logo Shirts except for FPCS Logo
Dress Shirts	Long sleeve with collar or short sleeve with collar	Poly-Cotton blend	White only	All dress shirts must be worn with a solid Navy Blue tie or bowtie for males and Navy Blue crosstie for females.  <b>Absolutely no:</b> Pockets, bows or designs

# Parent/Student Handbook

## 2012-2013

<b>Belt</b> <b>Belts must be worn at all times.</b> (Please note that if a belt is not worn, string will be provided to prevent sagging)	Solid Color	Leather	Solid colors only: Black, Brown	<b>Absolutely no:</b> Designs, Inappropriate Language, Graphics, Stickers, Patches No battery operated or electronic belts or belt buckles Belt buckles no larger than 2 in x 2 in.
<b>Sweater/Vest</b> (Can be worn in the classroom)	Any Style	Sweater or Knit	Navy	Plain-No Logos except FPCS school logo  <b>Absolutely no:</b> Turtleneck Sweaters, Blends, Stripes, Hoods or Cardigans with Zippers
<b>Blazers</b> (Can be worn in class)	Any Style	Poly-Cotton blend	Navy	Plain-No logos except FPCS school logo
<b>Slickers, Windbreakers or Athletic Jackets</b> (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
<b>Winter Coats</b> (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
<b>Socks Pantyhose Tights</b>	Socks must have visible top	Any Fabric	Socks: White, Navy, or Black Tights/Pantyhose: Flesh tone, Navy or White	All socks should be at least to the ankle (Preferably longer). Pantyhose or knee highs must be worn with skirts
<b>Shoes</b> (The sole of the shoe must be a solid color of black)	Loafers Black Tennis Shoes Lace-up Shoes	Any Material	Solid Colors: Black	<b>Absolutely no:</b> Opened toe or heel shoes or sandals
<b>Book Bags</b>	See-through (In order to carry from class to class)	Clear/Transparent		Unless a book bag can be completely seen through, students are not allowed to transport them from class to class and throughout the building. All other forms of book bags must remain in the locker during the school day including but not limited to after school activities
<b>Purses</b>	8" w x 8" d (Purses should not exceed 8" w x 8" d)	Any Color		<b>Absolutely no:</b> Book bag style purses, waist bags, front pouch purses or duffel bags Language written on bags
<b>Earrings</b>	Earrings cannot be larger than the size of a quarter	Any Style Metal only: silver, gold or brass		<b>Absolutely no:</b> Rainbow-colored earrings or hoops that exceed the size of a quarter
<b>Head Covering</b>	Scarves or rags	Head covering is not allowed to be worn on school property		<b>Absolutely no:</b> Hair rollers, hats, scarves, rags, skull caps, etc. to be worn in the building



Parent/Student Handbook  
2012-2013

Parent/Student Handbook  
2012-2013

Friendship Southeast Elementary Academy Uniform

A parent/guardian may request a student be exempted from the Friendship Public Charter School Standard Dress Code Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Director of Parent Relations at 202-281-1700 if you have any questions.

Pants	Docker Style	Cotton-Twill	Khaki with Back Pockets	Fitted at the waist and belted  <b>Absolutely no:</b> Slits in the Pants Flaired Pants Form-Fitting/Spandex/Stretch Capri Gym/Sweat Styles Denim Cargo (no side pockets)
Jumpers	Khaki	Cotton-Poly blend		Must be worn with dress shirt and solid navy blue tie or bow tie
Skirts	Pleats, A-Line, Straight. Must be worn with tights/pantyhose or designated knee highs. Burgundy, White or Flesh color	Cotton-Twill	Khaki or Burgundy	Length of skirt should be one inch above the knee or longer.  <b>Absolutely no:</b> Front or side slits (Back slits should be no more than 2 inches) Skirts shorter than one inch above the knee Cargos Denim
Shorts (June 1- August 20 only)	Docker Style	Cotton-Twill	Khaki with Back Pockets	Length of shorts should be one inch above the knee or longer.  <b>Absolutely no:</b> Walking shorts, skorts or cargos
Polo Shirts	Polo and Turtlenecks. White turtlenecks can only be worn underneath uniform shirt. All students are required to wear the designated school logo shirt or the solid white polo shirt.	Cotton-Poly blend	Uniform shirt, Solid colors only: White, Burgundy or Khaki  Turtleneck, Solid color: White or Burgundy only	All shirts must have a collar. All shirts must be tucked in at all times.  <b>No exceptions, Absolutely No:</b> Midriff Shirts (All shirts must be long enough to be neatly tucked inside pants, even while sitting or raising hand.) Tan Shirts, Solid Dresses, T-Shirts, Tank Tops/ Muscle Shirts Logo Shirts except for FPCS Logo
Dress Shirts	Long sleeve with collar or short sleeve with collar	Poly-Cotton blend	White only	All dress shirts must be worn with a solid Maroon tie or bowtie for males and Maroon crosstie for females.  <b>Absolutely no:</b> Pockets, bows or designs

Belt <b>Belts must be worn at all times.</b> (Please note that if a belt is not worn, string will be provided to prevent sagging)	Solid Color	Leather	Solid colors only: Black, Brown	<b>Absolutely no:</b> Designs, Inappropriate Language, Graphics, Stickers, Patches No battery operated or electronic belts or belt buckles Belt buckles no larger than 2 in x 2 in.
Sweater/Vest (Can be worn in the classroom)	Any Style	Sweater or Knit	Burgundy, White, Khaki or Tan	Plain-No Logos except FPCS school logo  <b>Absolutely no:</b> Turtleneck Sweaters, Blends, Stripes, Hoods or Cardigans with Zippers
Blazers (Can be worn in class)	Any Style	Poly-Cotton blend	Burgundy	Plain-No logos except FPCS school logo
Slickers, Windbreakers or Athletic Jackets (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
Winter Coats (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
Socks Pantyhose Tights	Socks must have visible top	Any Fabric	Socks: White or Black Tights/Pantyhose: Burgundy or White	All socks should be at least to the ankle (Preferably longer). Pantyhose or knee highs must be worn with skirts
Shoes (The sole of the shoe must be a solid color of black or brown)	Loafers Black Tennis Shoes Lace-up Shoes	Any Material	Solid Colors: Black Brown	<b>Absolutely no:</b> Opened toe or heel shoes or sandals
Book Bags	See-through	Clear/Transparent	Students are not allowed to transport book bags throughout the building. All book bags will be housed in the student's homeroom classroom.	Unless a book bag can be completely seen through, students are not allowed to transport them from class to class and throughout the building. All other forms of book bags must remain in the locker during the school day including but not limited to after school activities
Purses	8"w x 8"d (Purses should not exceed 8"w x 8"d)	Any Color	Must be kept in lockers, classroom cubbies, etc.	<b>Absolutely no:</b> Book bag style purses, waist bags, front pouch purses or duffel bags Language written on bags
Earrings	Earrings cannot be larger than the size of a quarter	Any Style Metal only: silver, gold or brass		<b>Absolutely no:</b> Rainbow-colored earrings or hoops that exceed the size of a quarter
Head Covering	Scarves or rags	Head covering is not allowed to be worn on school property		<b>Absolutely no:</b> Hair rollers, hats, scarves, rags, skull caps, etc. to be worn in the building

# Parent/Student Handbook

## 2012-2013

### Friendship Blow Pierce Elementary & Middle Uniform

A parent/guardian may request a student be exempted from the Friendship Public Charter School Standard Dress Code Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Director of Parent Relations at 202-281-1700 if you have any questions.

<b>IDs Grades 5-8</b>	School issued with beaded chain or school issued alternative	School issued ID must be visible at all times	School issued ID must be worn on the outside of shirts or jackets at all times	Student IDs are part of the daily operation. IDs should be on display around the neck whenever on school property
<b>Pants</b>	Docker Style	Cotton-Twill	Khaki with Back Pockets	Fitted at the waist and belted  <b>Absolutely no:</b> Slits in the Pants Flaired Pants Form-Fitting/Spandex/Stretch Capri Gym/Sweat Styles Denim Cargo (no side pockets)
<b>Jumpers Grades PK-4</b>	Khaki	Cotton-Poly blend		Must be worn with dress shirt and solid navy blue tie or bow tie
<b>Skirts</b>	Pleats, A-Line, Straight. Must be worn with tights/pantyhose or designated knee highs. Navy, White or Flesh color	Cotton-Twill	Khaki	Length of skirt should be one inch above the knee or longer.  <b>Absolutely no:</b> Front or side slits (Back slits should be no more than 2 inches) Skirts shorter than one inch above the knee Cargos Denim
<b>Shorts (June 1- September 15 only)</b>	Docker Style	Cotton-Twill	Khaki with Back Pockets	Length of shorts should be one inch above the knee or longer.  <b>Absolutely no:</b> Walking shorts, skorts or cargos
<b>Polo Shirts</b>	Polo and Turtlenecks. White turtlenecks can only be worn underneath uniform shirt. All students are required to wear the designated school logo shirt. <b>PK – 6th:</b> White or navy polo shirt with logo. (All shirts must have the school logo.)	Cotton-Poly blend	Uniform shirt, Solid colors only: White, Navy  Turtleneck, Solid color: White only	All shirts must have a collar. All shirts must be tucked in at all times.  <b>No exceptions, Absolutely No:</b> Midriff Shirts (All shirts must be long enough to be neatly tucked inside pants, even while sitting or raising hand.) Tan Shirts, Solid Dresses, T-Shirts, Tank Tops/ Muscle Shirts Logo Shirts except for FPCS Logo
<b>Dress Shirts</b>	Long sleeve with collar or short sleeve with collar <b>Grades 7–8:</b> White Oxford dress shirt with logo and neckwear. Blue and silver necktie for boys and blue and silver crossbow for girls.	Poly-Cotton blend	White only	All dress shirts must be worn with a solid Navy Blue tie or bowtie for males and Navy Blue crosstie for females.  <b>Absolutely no:</b> Pockets, bows or designs

# Parent/Student Handbook

## 2012-2013

<b>Belt Belts must be worn at all times.</b> (Please note that if a belt is not worn, string will be provided to prevent sagging)	Solid Color	Leather	Solid colors only: Black, Brown	<b>Absolutely no:</b> Designs, Inappropriate Language, Graphics, Stickers, Patches No battery operated or electronic belts or belt buckles Belt buckles no larger than 2 in x 2 in.
<b>Sweater/Vest</b> (Can be worn in the classroom)	Any Style	Sweater or Knit	Navy	Plain-No Logos except FPCS school logo  <b>Absolutely no:</b> Turtleneck Sweaters, Blends, Stripes, Hoods or Cardigans with Zippers
<b>Blazers</b> (Can be worn in class)	Any Style	Poly-Cotton blend	Navy	Plain-No logos except FPCS school logo
<b>Slickers, Windbreakers or Athletic Jackets</b> (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
<b>Winter Coats</b> (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
<b>Socks Pantyhose Tights</b>	Socks must have visible top	Any Fabric	Socks: White, Navy, or Black Tights/Pantyhose: Flesh-tone, Navy or White	All socks should be at least to the ankle (Preferably longer). Pantyhose or knee highs must be worn with skirts
<b>Shoes</b> (The sole of the shoe must be a solid color of black or brown)	Loafers Black Loafers, Casual, Leather or Dress Shoes Lace-up Shoes	Any Material	Solid Colors: Black Brown	<b>Absolutely no:</b> Opened toe or heel shoes or sandals Females Only: High heel shoes should be no taller than 1 inch. No tennis shoes, athletic shoes, sneakers, flip-flops, sandals, open toe or open heel shoes and no crocs
<b>Book Bags</b>	See-through (In order to carry from class to class)	Clear/Transparent		Unless a book bag can be completely seen through, students are not allowed to transport them from class to class and throughout the building. All other forms of book bags must remain in the locker during the school day including but not limited to after school activities
<b>Purses</b>	8" w x 8" d (Purses should not exceed 8" w x 8" d)	Any Color		<b>Absolutely no:</b> Book bag style purses, waist bags, front pouch purses or duffel bags Language written on bags
<b>Earrings</b>	Earrings cannot be larger than the size of a quarter	Any Style Metal only: silver, gold or brass		<b>Absolutely no:</b> Rainbow-colored earrings or hoops that exceed the size of a quarter
<b>Head Covering</b>	Scarves or rags	Head covering is not allowed to be worn on school property		<b>Absolutely no:</b> Hair rollers, hats, scarves, rags, skull caps, etc. to be worn in the building

# Parent/Student Handbook

## 2012-2013

### Friendship Technology Preparatory Academy Uniform

A parent/guardian may request a student be exempted from the Friendship Public Charter School Standard Dress Code Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Director of Parent Relations at 202-281-1700 if you have any questions.

IDs Grades 6-8	School issued with beaded chain or school issued alternative	School issued ID must be visible at all times	School issued ID must be worn on the outside of shirts or jackets at all times	Student IDs are part of the daily operation. IDs should be on display around the neck whenever on school property
Pants	Docker Style	Cotton-Twill	Khaki with Back Pockets	Fitted at the waist and belted  <b>Absolutely no:</b> Slits in the Pants Flaired Pants Form-Fitting/Spandex/Stretch Capri Gym/Sweat Styles Denim Cargo (no side pockets) Jean-like, embroidered or pants with designs
Jumpers	Khaki	Cotton-Poly blend		Must be worn with dress shirt and solid navy blue tie or bow tie
Skirts	Pleats, A-Line, Straight. Must be worn with tights/pantyhose or designated knee highs. Royal Blue, Black, White or Flesh color	Cotton-Twill	Khaki	Length of skirt should be one inch above the knee or longer.  <b>Absolutely no:</b> Front or side slits (Back slits should be no more than 2 inches) Skirts shorter than one inch above the knee Cargos, Denim, Walking shorts, Skorts, Cargo (no side pockets), Slits, Flaired, Form-Fitting/Spandex/Stretch, Capri, Gym/Sweat Styles, Denim, Jean-like, embroidered or shorts with designs
Shorts	Docker Style	Cotton-Twill	Khaki with Back Pockets	Length of shorts should be one inch above the knee or longer.  <b>Absolutely no:</b> Walking shorts, Skorts, Cargo (no side pockets), Slits, Flaired, Form-Fitting/Spandex/Stretch, Capri, Gym/Sweat Styles, Denim, Jean-like, embroidered or shorts with designs
Polo Shirts	Polo and Turtlenecks. White turtlenecks can only be worn underneath uniform shirt. All students are required to wear the royal blue school logo shirt or a plain royal blue polo shirt. <b>9th Grade:</b> Forest green polo shirts with FPCS logo.	Cotton-Poly blend	Uniform shirt, Solid colors only: Royal Blue only  Turtleneck, Solid color: Royal Blue, Black or White only	All shirts must have a collar. All shirts must be tucked in at all times.  <b>No exceptions, Absolutely No:</b> Midriff Shirts (All shirts must be long enough to be neatly tucked inside pants, even while sitting or raising hand.) Solid Dresses, T-Shirts, Tank Tops/Muscle Shirts Logo Shirts except for FPCS Logo

# Parent/Student Handbook

## 2012-2013

Dress Shirts	Long sleeve with collar or short sleeve with collar <b>9th Grade:</b> White short or long sleeve dress shirts. White Peter Pan blouse for girls.	Poly-Cotton blend	White only	<b>Absolutely no:</b> Pockets, bows, pleats, ruffles or designs
Belt	Belts must be worn at all times. (Please note that if a belt is not worn, string will be provided to prevent sagging)	Solid Color	Leather	Solid colors only: Black, Brown  <b>Absolutely no:</b> Designs, Inappropriate Language, Graphics, Stickers, Patches or Studs No battery operated or electronic belts or belt buckles Belt buckles no larger than 2 in x 2 in.
Sweater/Vest (Can be worn in the classroom)	Any Style	Sweater or Knit	Black or White <b>9th Grade:</b> Forest green cardigan sweaters or Forest green sweater vests.	Plain-No Logos except FPCS school logo Absolutely no: Turtleneck Sweaters, Blends, Stripes, Hoods or Cardigans with Zippers
Blazers (Can be worn in class)	Any Style	Poly-Cotton blend	Navy <b>9th Grade:</b> Forest green	Plain-No logos except FPCS school logo
Slickers, Windbreakers or Athletic Jackets (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
Winter Coats (Not to be worn in classrooms or building at any time)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language, Graphics, Stickers, Patches or Logos
Socks Pantyhose Tights	Socks must have visible top	Any Fabric	Socks: White, Royal Blue, or Black Tights/Pantyhose: Flesh-tone, Royal Blue, Black or White	All socks should be at least to the ankle (Preferably longer). Pantyhose or knee highs must be worn with skirts. Thigh highs are not allowed.
Shoes (The sole of the shoe must be a solid color of black or brown)	Loafers Black Tennis Shoes Lace-up Shoes	Any Material	Solid Colors: Black Brown	<b>Absolutely no:</b> Opened toe or heel shoes, sandals, boots or heels above one inch Black tennis shoes: no colored logos, stitching, laces, or designs
Book Bags	See-through (In order to carry from class to class)	Clear/Transparent		Unless a book bag can be completely seen through, students are not allowed to transport them from class to class and throughout the building. All other forms of book bags must remain in the locker during the school day including but not limited to after school activities
Purses	8" w x 8" d (Purses should not exceed 8" w x 8" d)	Any Color		<b>Absolutely no:</b> Book bag style purses, waist bags, front pouch purses or duffel bags Language written on bags
Jewelry	Earrings cannot be larger than the size of a quarter	Any Style Metal only: silver, gold or brass		<b>Absolutely no:</b> Hoops that exceed the size of a quarter Excessive bangles or necklace that may be considered distracting
Head Covering	Scarves or rags	Head covering is not allowed to be worn on school property		<b>Absolutely no:</b> Hair rollers, hats, scarves, rags, skull caps, etc. to be worn in the building

# Parent/Student Handbook

## 2012-2013

### Friendship Collegiate Academy Uniform

A parent/guardian may request a student be exempted from the Friendship Public Charter School Standard Dress Code Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Director of Parent Relations at 202-281-1700 if you have any questions.

<b>ID</b> <b>Grades 9 - 12</b>	The current school year issued with the school issued chain.	The current school year ID must be visible at all times	Student IDs are a part of the daily operation. IDs should be on display around the neck whenever on school property	<b>Absolutely no:</b> Defacing of student IDs (i.e. stickers, markers, drawings, etc.)
<b>Pants</b>	Docker Style Slacks	Cotton-Twill	Khaki with Back Pockets Fitted at the waist and belted	<b>Absolutely no:</b> Slits in the Pants, Flaired Pants, Form-Fitting/Spandex/Stretch, Capri, Gym/Sweat Styles, Denim, Cargo (no side pockets), Corduroy
<b>Skirts</b> (Females Only)	Pleats, A-Line or Straight	Cotton-Twill	Khaki Skirts must be worn with tights/pantyhose or knee highs (Navy, White, Off White, Off Black or flesh color ONLY)	<b>Absolutely no:</b> Front or side slits (Back slits should be no more than 2 inches) Skirts shorter than one inch above the knee
<b>Skirt Jumpers</b> (Females Only)	Khaki	Cotton-Poly blend	Khaki Must be worn with the appropriate school shirt, by grade level	<b>Absolutely no:</b> Skirts jumper shorter than on one inch above the knee. Jumpers or Overalls
<b>Shorts</b>	Docker Short Style Slack	Cotton-Twill	Khaki with Back Pockets Fitted at the waist and belted	<b>Absolutely no:</b> Shorts can be worn before June 1st or after August 30th Shorts shorter than on one inch above the knee. Walking/Athletic Shorts Cargos Capri
<b>Shirts</b> <b>Lower School</b> <b>Grades 9 &amp; 10</b> All 9 <sup>th</sup> & 10 <sup>th</sup> grade students are required to wear the appropriate colored school shirt.  All shirts must be tucked in at all times.	<b>Polo Style</b> Long sleeve shirts may be worn under the student's shirt. However, the shirt must be the same color as the uniform shirt.	Cotton-Twill	<b>Grade 9</b> Solid white polo style. <b>Grade 10</b> Solid navy polo style.	<b>Absolutely no:</b> Non-Collegiate logos Ties or Crossbows Visible tattoos (Students with tattoos on their arms must wear long sleeve polo-style shirt or a long sleeve shirt under polo shirts.)
<b>Shirts</b> <b>Upper School</b> <b>Grades 11 &amp; 12</b> All 11 <sup>th</sup> and 12 <sup>th</sup> grade students are required to wear dress shirts and must be worn with a school issued or approved necktie or crossbow.  All shirts must be tucked in at all times.	Long or short sleeve button up shirt with a collar	Poly-Cotton blend	White Only All shirts must be tucked in at all times. All dress shirts must be worn with either a solid navy or navy/gold striped necktie or solid navy crossbow (females only)	<b>Absolutely no:</b> Ruffles Non-Collegiate logos Visible tattoos (Students with tattoos on their arms must wear long sleeve button-up shirts.)

# Parent/Student Handbook

## 2012-2013

<b>Jewelry</b>	<b>Necklace/Chains:</b> Students may only wear one (1) Necklace Chain Ring Bangle or, Bracelet, to school	Metal only: silver, gold or brass	Necklace/chain may be no bulkier or longer than 18" or no thicker than a ½ width.  Bangles/bracelets must hug the student's wrist.  No ring may be bulky or cover more than half the finger	<b>Absolutely no:</b> Pins Broaches Buttons Charms or, Spikes
<b>Belts</b>	Solid Black	Leather	Belts must be worn at all times. (Please note that if a belt is not worn, string will be provided to prevent sagging)  Belt buckles should be no longer than 2in x 2in	<b>Absolutely no:</b> Designs Inappropriate language Graphics Stickers Patches No battery operated or electronic belts or belt buckles
<b>Sweaters/ Vest/ Blazers</b> (Can be worn in the classroom)	Any Style	Sweater or Knit Poly-Cotton blend	Navy or White Only	<b>Absolutely no:</b> Logos except for FPCS or FCA Turtlenecks, Sweaters, Blends, Stripes, Hoods or Cardigans with zippers
<b>Slickers, Windbreakers, Athletic Jackets, or Winter Coats</b> (Not to be worn in the classroom or building at anytime)	Any Style	Any Fabric	Any Color	<b>Absolutely no:</b> Inappropriate Language Graphics, Stickers Patches Logos
<b>Socks, Pantyhose, Knee-Highs &amp; Tights</b>	Socks must be visible at all times  All socks should at least come to the ankle (Preferably longer)	Any Fabric	Socks: Solid - Navy, or Black  <b>Females Only:</b> Tights/pantyhose or knee-highs must be Navy, White, Off White, Off Black or flesh color ONLY (must be worn with skirts)	<b>Absolutely no:</b> Designs Or patterns
<b>Shoes</b>	Dress shoes only Oxford-style (Lace-up) Loafers Dress boots	Leather tops with hard soles.  The sole of the shoes must be solid black	Solid Black Only	<b>Absolutely no:</b> Flip-flops, Sneakers, Tennis shoes, Athletic shoes, Sandals, Casual, Crocks, Open toe, Open heel, High heel shoes taller than 1 inch, Wedge heels, Work boots, Athletic boots, Colors other than black may be visible.
<b>Book Bags</b> (Only see-through bags will be allowed in classrooms.)	See-through Only	Clear/Transparent		<b>Absolutely no:</b> Non-clear book bags will be allowed in: A classroom, Gymnasium, Dance studio
<b>Purses</b> (Females Only)	Purses should not exceed 8" wide x 8" deep	Any Fabric	Any Color	<b>Absolutely no:</b> Book bag style purses, Waist bags, Front pouch purses, Duffel bags (except to transport a gym or student athletic uniform) Inappropriate language
<b>Earrings</b>	Earrings cannot be larger than the size of a quarter	Metal only: silver, gold or brass		<b>Absolutely no:</b> Rainbow Colors Hoops that exceed the size of a quarter Dangling earrings longer than a ½ inch Button earrings larger than ½ inch
<b>Head Covers</b>	No head covering of any type may be worn in the school building	Any Fabric	Only solid Black or White hats may be brought inside of the school building	<b>Absolutely no:</b> Hair rollers, Hats (colored), Scarves, Ragsor Skull caps



WHAT ARE THE REQUIREMENTS FOR STUDENT PROMOTION?

Promotion is generally determined at the end of the school year. Special promotions may be made at any time with the written approval of the building principal. A student who fails to meet the requirements for promotion shall be retained at the student’s present grade level. Below are minimum promotion requirements.

Promotion to Grades PK–1

- Meet academic proficiency requirements.
- Be absent (excused or unexcused) less than 20 days, except in cases of documented medical or other documented extenuating circumstance.
- Function at skill level deemed ready for promotion by teacher or parent/guardian in the areas of physical, social and/or emotional development.
- Demonstrate significant progress toward meeting grade level expectations throughout the year on grade-level assessment.

Promotion to Grades 2-9

- Earn a passing grade of C or above in the majority of courses, including reading/language arts and mathematics
- Be absent (excused and unexcused) less than 20 days, except in cases of documented medical or other documented extenuating circumstance.
- Demonstrate significant progress toward meeting grade level expectations in reading and mathematics throughout the year in English language arts and mathematics on grade-level assessments .

Promotion to Grade 10

- Earn a passing grade of C or above to earn credit.
- Earn a minimum of 7 credits, which must include English/language arts; algebra I; social studies and science.
- Be absent (excused and unexcused) less than 20 days, except in cases of documented medical or other documented extenuating circumstance.
- Demonstrate significant progress toward meeting grade level expectations throughout the year in English language arts and mathematics on grade-level assessments.

Promotion to Grade 11

- Earn a passing grade of C or above to earn credit.
- Earn a minimum of 14 credits, which must include English/language arts; mathematics; social studies; and science.
- Be absent (excused and unexcused) less than 20 days, except in cases of documented medical or other documented extenuating circumstance.
- Demonstrate significant progress toward meeting grade level expectations throughout the year in English language arts and mathematics on grade-level assessments.

Promotion to Grade 12

- Earn a passing grade of C or above to earn credit.
- Earn a minimum of 21 credits, which must include English/language arts; mathematics; social studies; and science.
- Be absent (excused and unexcused) less than 20 days, except in cases of documented medical or other documented extenuating circumstance.
- Demonstrate significant progress toward meeting grade level expectations throughout the year in English language arts and mathematics on grade-level assessments.

For students who start in grade 9:

Course	Credits
English/language arts	6
Math <i>(Must earn a passing grade in Algebra I)</i>	6
Science <i>(Must earn a passing grade in Biology)</i>	4
Social Studies <i>(Must earn a passing grade in Civics in Action: DC or AP American Government)</i>	4
World Language	2
Academy Courses/Electives	4
Health/PE	2
Fine Arts (Music=.5/Art-.5)	1
Minimum Credit Requirement	29

For students who start in grades 10, 11 or 12:

Course	Credits
English/language arts	4 different courses
Math <i>(Must earn a passing grade in Algebra I)</i>	4 different courses
Science <i>(Must earn a passing grade in Biology)</i>	4
Social Studies <i>(Must earn a passing grade in Civics in Action: DC or AP American Government)</i>	4
World Language	2
Academy Courses/Electives	8
Health/PE	2
Fine Arts (Music=.5/Art-.5)	1
Minimum Credit Requirement	29

Credit Recovery  
Students may take advantage of Saturday Credit Recovery in order to retake previously failed courses and earn credits necessary for promotion and graduation.

Staying on Track to Graduate

In order to stay on track to graduate within four years, students must earn a minimum of 7 to 8 credits per year. Please follow up with your assigned guidance counselor to get information regarding your progress toward earning a diploma.

SCHOOL ATTENDANCE POLICY

What are the requirements for school attendance?

Students must arrive at school prior to the official start of the school day, remain in school until the official close of the school day and arrive at all classes on time in accordance with the school’s bell schedule. Proper notification from the parent/guardian of record must be provided to ensure that tardiness or absence is marked excused. Parents/guardians must note that disciplinary action and other consequences will be applied in the event that the attendance policy is not followed.

Excused/Unexcused Tardiness and Early Pick-Up

Late arrival after the official start of school is strongly discouraged, particularly given that reading is taught at the beginning of the school day for many of our elementary students. Students who are tardy must sign in with the main office and must provide a valid reason for their tardiness. Please remember that tardy students are a disruption to the educational program. Students arriving late may also be assigned to tardy hall to prevent classroom disruption.

Early pick-up is strongly discouraged. We request that parents schedule medical, dental and other appointments for students outside of school hours. In the event of a family emergency or other extenuating circumstance, parents must send a written note to the teacher a minimum of one day in advance. In order



# Parent/Student Handbook

## 2012-2013

to leave the school premises before the end of the school day, parents are required to sign-out students from the office. Please try to arrange appointments for after school whenever possible. A child will be dismissed early only to a parent or another properly authorized and identified adult. A letter from you properly identifying another adult whom you authorize to pick up your child is required.

### Excused Absences

Parents/guardians are encouraged to phone the school to report a student's absence on the morning of the absence. Additionally, a signed and dated note stating the reason for the absence is required from the parent/guardian upon the student's return to school and must be submitted on the morning of the student's return. In the case of illness, a doctor's note is required for an absence of three days or more. Excused absences and tardiness are granted with the appropriate parent notification for the following reasons:

- Student illness
- Observance of religious holidays
- Death in immediate family
- Family emergency
- Student attendance at any judicial proceeding as a plaintiff, defendant, witness or juror
- Circumstances causing reasonable concern to the parent for the safety or health of the student
- Other extenuating circumstances left to the discretion of the principal or school administrator

### Policy Regarding Absences

#### Five (5) or more unexcused absences in one (1) advisory period will warrant:

- Immediate referral to a school-based student support team
- A mandatory parent conference
- A grade reduction with students with five or more unexcused absences in a class

#### Ten (10) consecutive unexcused absences per advisory period will warrant:

- Referral to Child and Family Services Agency for students age 13 and under

#### Ten (10) unexcused absences and/or failure to complete the intervention process will warrant:

- A failing grade for students with ten or more unexcused absences in a class

#### Twenty (20) unexcused absences within (1) school year or suspicion of educational neglect will warrant:

- Referral to Child and Family Services Agency (CFSA) for students age 13 and under

#### Twenty-five (25) unexcused absences within (1) school year or suspicion of educational neglect will warrant:

- Referral to Court Social Services Division of the Superior Court of the District of Columbia and the Office of the Attorney General (OAG) Juvenile Section for students ages 13 and over.

### Truancy Due Process for Truancy Cases of Up to 10 Days of Unexcused Absences

1. Upon receipt of notification citing truancy up to 10 days, a parent may request a file review by phoning the Community Office at 202-281-1700.
2. The file review must be requested by a parent/guardian of record within three days of the date indicated on the notice of truancy.
3. The file review will be conducted by a Community Office panel.
4. Failure to request a hearing and the Community Office panel will automatically render a determination.
5. The parent/guardian may submit documentation demonstrating that an absence should be excused in accordance with the attendance policy or any other documentation s/he deems relevant to the truancy case.

# Parent/Student Handbook

## 2012-2013

6. The hearing panel shall render a final truancy determination and inform the parent/guardian of the record in writing of the determination and related consequences/mandatory interventions.
7. The parent will be required to sign an agreement with the panel regarding student attendance consequences and/or related interventions for the remainder of the school year.

### Truancy Due Process for Truancy Cases of Greater Than Ten (10) Days Unexcused Absences

1. Upon receipt of a truancy violation greater than ten (10) unexcused absences, the student's parent/guardian of record may request a hearing by contacting the Community Office at (202) 281-1700.
2. The hearing must be requested by a parent/guardian of record within three (3) days of the date indicated on the notice of truancy.
3. The hearing will be conducted by a Community Office panel.
4. Failure to request a hearing within 3 school days of receipt of notice will disqualify a parent from being able to request a hearing and the Community Office panel will automatically render representation on his/her behalf.
5. The student or parent/guardian may bring witnesses, evidence, character letters and/or representation on his/her behalf.
6. The hearing panel shall determine that all due process procedures have been followed or waived. The hearing panel may question any witness or party upon the direct or cross-examination testimony and shall examine all documentary evidence.
7. The hearing panel shall ensure that the hearing is conducted in a fair and orderly manner and shall have the authority to exclude any party or other person from the hearing on the grounds of substantial interference or obstruction of the orderly process.
8. After the hearing panel's deliberation and recommendation, the parent/guardian of record shall be notified of the final determination in writing along with related consequences/mandatory interventions. This decision is final.
9. The parent may be required to sign an agreement with the panel regarding student attendance, consequences and/or related interventions for the remainder of the school year.

### Late Pick-Ups

If your child has not been picked up by the official end of the day, we are required to notify Child and Family Services. Your child will be picked up by an MPD officer and taken to the CFSA agency. Please make sure you call the front office in the event of an emergency.

### Summer School Attendance:

Summer school is scheduled to begin on Monday, July 1, 2013 and will end on Monday, July 29, 2013. No exceptions will be granted in cases of scheduled vacations, etc. due to the advance notice provided in this handbook. Students who accrue more than 12 hours of excused or unexcused leave (including absences and tardiness) during summer school will be dismissed from summer school and will not receive credit for their summer courses. Parents must track their child(ren)'s academic progress throughout the school year by attending the mandatory STAR days and reviewing your child(ren)'s grade reports in order to determine whether your child may have to attend summer school. Additionally, students who violate the Code of Conduct and other policies (dress code, etc.) will be dismissed from summer school. Given the compressed summer school schedule, enforcement of the attendance and discipline policies will be a priority and no exceptions will be granted to this policy.

AUTHORIZED ELECTRONIC DEVICE POLICY

Friendship Public Charter School is not responsible for phones that are lost, stolen, damaged or confiscated due to the violation of school rules.

Primary, Elementary and Middle/Junior Academies

Students may possess cell phones on school property. No other electronic devices beyond cell phones are allowed at these schools (e.g., CD players, pagers, radios, tape players/recorders, electronic games, etc.). As part of the permission form, they agree to have the phone turned off and kept in student lockers or a secure location approved by a school administrator during school hours and on school premises. After school hours, students may use cell phones only in a designated area and with the permission of a school administrator or faculty member. Possession of a cell telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. ONLY cell phones are allowed on school grounds for students at these grade levels. Cell phone use is only permitted after school.

Violation of this policy will result in the following discipline actions for students at the primary, elementary and middle/junior academies:

- 1st Offense Confiscation, parent pick-up and possible conference regarding cell phone policy
- 2nd Offense Confiscation, parent pick-up of cell phone and notification to parent regarding loss of cell phone privilege for the remainder of the school year and other disciplinary action taken

Students who possess any electronic device shall assume responsibility for its care. At no time shall the school be responsible for theft, loss or damage to any electronic device brought to school or confiscated due to violation of this policy.

High School (Grades 9 to 12)

Students are allowed to bring cell phones and audio devices. However, cell phones and audio devices are to remain turned off and in students' lockers at all times.

No other electronic devices are allowed on site (e.g., pagers, radios, tape players/recorders, electronic games, etc.). Cell phone use is only permitted after school hours. Students may use cell phones after exiting the school building. Possession of a cell telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violation of this policy will result in the following discipline actions:

- 1st Offense Confiscation, parent pick-up of electronic device and mandatory parent conference regarding electronic device policy.
- 2nd Offense Confiscation until the next STAR day. Parent MUST meet with a Dean of Students and student will receive one day of In-School Suspension (ISS).
- 3rd + Offense Confiscation until the next STAR Day. Parent MUST meet with a Dean of Students and student will receive a consequence ranging from 3 days of In-School Suspension (ISS) to 5 days of Out of School Suspension (OSS). A parent of a student who refuses to relinquish his/her electronic device to a supervising adult will be required to meet with a dean of students or administrator before that student returns to class and the student will be cited for defiance in accordance with the Friendship PCS Discipline Code, resulting in an In-School Suspension or Out of School Suspension from 1 to 5 days.

A parent of a student who refuses to relinquish his/her electronic device to a supervising adult will be required to meet with a dean of students or administrator before that student returns to class and the student will be cited in accordance with the Friendship PCS Discipline Code, resulting in an In-School Suspension or Out of School Suspension from 1 to 5 days.

Students who possess any electronic device shall assume responsibility for its care. At no time shall the school be responsible for the theft, loss or damage to any electronic device brought to school or confiscated due to violation of this policy.

INTERNET USE – ACCEPTABLE USE POLICY

The Internet is available for students in the Friendship Public Charter School (Friendship PCS). Friendship PCS strongly believes in the educational value of the Internet and sees the potential of the Internet to support curriculum, student learning and its educational mission. Use of the Internet has been established at Friendship PCS for educational purposes only, not as a public access service, a public forum, for commercial use or for political lobbying. Internet access for students is provided to promote educational excellence by facilitating resource sharing, innovation and communication.

Friendship PCS realizes that while the Internet can provide many opportunities of sound educational value, the Internet also offers persons with illegal or unethical purposes another way to reach students, teachers and others, including parents. Friendship PCS has taken and will continue to take, all reasonable precautions to restrict access to inappropriate material that may not be considered of educational value in the context of a school setting. Friendship PCS enforces an Internet safety policy that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. This technology protection measure prevents access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

However, Friendship PCS also realizes that access to a global network makes it nearly impossible to control all materials and a user may discover inappropriate information when accessing such a network. Friendship PCS believes that the advantage of obtaining materials from the Internet outweighs the possibility that users may obtain material that is not consistent with the educational goals of Friendship PCS.

Students at Friendship PCS will have access to the Internet, including World Wide Web resources. Electronic mail and access to newsgroups will be available on a limited basis. All of these services are available to students only under the direct supervision of a Friendship PCS staff member. Students are responsible for appropriate behavior on Friendship PCS computer networks. The use of Friendship PCS networks is a privilege, not a right and may be revoked if abused. Students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

The following actions (which are not inclusive) constitute unacceptable use of the Friendship technology facilities, whether that use is initiated from school or any other site:

- Accessing Friendship PCS network and email accounts outside of school without a parent or guardian supervising the usage, unless the student is 18 or older.
- Revealing personal information about themselves on the internet, including name, address, telephone number and uploading photographs.
- Personally meeting anyone with whom they have only had prior contact with on the internet.
- Using profane, vulgar, or abusive language.
- Students are prohibited from using the Friendship PCS computer network to transmit fraudulent, harassing, obscene, or otherwise inappropriate email messages.
- All contents of all files located on computer equipment owned or maintained by Friendship are considered property of Friendship PCS and are subject to search by Friendship PCS at any time and for any reason.
- Students shall not display or transmit any images, sounds, or messages, or other material that could be considered pornographic in nature or create an atmosphere of harassment or hate.
- Students are prohibited from online game playing and gambling, unless these activities are legitimately related to school curriculum and coursework a teacher or other appropriate school personnel is supervising the activity.
- Students are prohibited from accessing internet chat rooms, unless the chat rooms are related to school coursework and access is made under the supervision of a teacher, parent or guardian.
- Students are prohibited from accessing social networking sites, including, but not limited to, My Space, Facebook and Twitter.

- Students shall not download or spread computer viruses on Friendship PCS network computers or engage in any other deliberate conduct that disrupts, obstructs, or burdens the resources of the Friendship PCS computer network.
- Students shall not use the Friendship PCS computer network to engage in any illegal or criminal acts, including, but not limited to, criminal gang activity, threatening the physical safety of another person, or computer hacking.
- Students shall not install or run any type of software on a Friendship PCS network computer without the consent of the Office of Information Technology
- Students may not use network computers for personal financial gain by posting messages that advertise the student's own personal business or any business or venture in which the student has a financial interest.
- Students shall not read, modify, or remove files owned by other students.
- Students are prohibited from sharing their password or login identification with any other person.
- Students are prohibited from logging into the network by using account information belonging to another student, teacher, or network administrator.
- If a student discovers or has reason to believe that another student has obtained unauthorized access of his/her account, the student shall contact a teacher or other school personnel, aswellas immediately change his/her password. The teacher or school personnel shall immediately contact the Office of Information Technology or a network administrator.
- Students are prohibited from modifying or rearranging technology equipment belonging to Friendship PCS, including keyboards, monitor, printers and computers.
- Students shall report any cases of malfunctioning equipment or other network issues to a teacher, or other school personnel. The teacher or other school personnel shall contact a network administrator.
- When using public workstations, students shall log off of the network before leaving the work station. Students shall further ensure that the workstation is in suitable condition for the next student.
- When using private or individual workstations, students shall lock their computer or log off of the network if they will be away from the workstation for an extended period of time.

If a student violates any of the above guidelines, automatic notification will be made to the student's parent(s) or guardian(s) of the infraction(s). Depending on the severity of the infraction, ANY of the following consequences may be imposed:

- Conference with parent or guardian;
- Loss of network use for a determined period of time;
- Individual access privileges will be revoked;
- Appropriate legal action will be taken;
- Severe school disciplinary action according to school regulations.

All students who use the Friendship PCS computer systems are solely responsible for their actions and will be held accountable for them. Friendship PCS makes no guarantee that the services provided by or through its computer systems will be error-free or without defect. Friendship PCS will not be responsible for any damage which may be suffered by those using the Friendship computer systems, including, but not limited to, loss of data or interruptions of service. Friendship PCS cannot be responsible for financial obligations arising through the unauthorized use of its systems.

FRIENDSHIP PUBLIC CHARTER SCHOOL CODE OF CONDUCT AND DISCIPLINE POLICY

Code of Conduct

Introduction

The mission of Friendship Public Charter School is provide a world class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

In the spirit of the mission, Friendship PCS presents this Code of Conduct to members of our school community. In this Code, Friendship PCS articulates its commitment to creating a safe and nurturing learning environment in which all of our students have the best possible opportunities to thrive both academically and socially.

Friendship PCS Core Values

The Core Values listed below are characteristics that must be demonstrated by every member of the Friendship PCS community. Students will see the Core Values posted throughout Friendship PCS and will be expected to recite them.

Integrity	Be honest and fair to others.
Responsibility	Choose right over wrong. Accept consequences for your actions.
Confidence	Know that you can achieve.
Care	Help others.
Commitment	Find your purpose and stay true to it.
Patience	Face challenges by seeking understanding – not with anger and violence.
Persistence	Do not allow anyone, not even you, to steer you off the road to success. Be determined to achieve.
Respect	Hold others in high regard and understand that you can learn from them. See each person's value.

In keeping with the Core Values, the following are principles that all students must follow:

- Attend school and class everyday and be punctual.
- Come to school ready to learn and strive for excellence.
- Actively seek opportunities to become involved in activities outside of the classroom.
- Be respectful, including following the dress code and in your interactions with others.
- Contribute to maintaining a safe and welcoming environment for all.
- Seek non-confrontational, non-combative solutions to resolving conflict.
- Embrace your role as representatives of Friendship Public Charter School, both on and off school grounds.
- Understand that your actions have consequences.

Discipline Policy

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission, or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary action that may be taken for violating the policy, a list of infractions, and other school policies that parents must review with their children.



Jurisdiction

While the provisions of this Code of Conduct purport to control, regulate, or establish standards for the actions, behavior, or activities of students of Friendship Public Charter School, those provisions are enforceable by school authorities, both during regularly scheduled school hours, as well as such other times and places, including, but not limited to, the following:

- When the student is on school grounds
- When the student is on or off school grounds participating in or attending any school function or activity, including, but not limited to, extended learning, extra- curricular activities, field trips, or class trips sponsored by Friendship Public Charter School
- While the student is away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or (this specifically includes, but is not limited to, bullying and cyber bullying)
- When the student is off school grounds while wearing the school’s uniform and traveling on public transportation or transportation provided by Friendship Public Charter School

Alternate Instruction

For students who receive out of school suspensions, arrangements will be made between the school and each individual family for picking up work and making up any missed assignments and classroom instructional support. Students who are suspended during the period of state assessment administration will be allowed to take the state assessment and will be required to leave school grounds after daily completion of the assessment. Additionally, Friendship complies with the laws and regulations pertaining to special education students receiving appropriate due process and services.

Disciplinary Action

Students who violate the discipline policy will be subject to one or more of the following documented actions at the discretion of the school administration and the Board of Trustees. A student’s failure to adhere to any of the following may result in further disciplinary action. Mandatory parent involvement is required as part of student re-entry into the classroom and additional parent involvement may be mandated in some cases.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Time out (elementary grades only)</li> <li>Alternative Programs</li> <li>Behavior Contract</li> <li>Behavior Intervention Plan</li> <li>Counseling</li> <li>In-School Suspension</li> <li>Detention</li> <li>Exclusion/Deprivation of Privileges</li> <li>Parent Call</li> <li>Teacher/Student Conference</li> <li>Additional Instructional Time</li> </ul> | <ul style="list-style-type: none"> <li>Temporary Placement in Another Classroom</li> <li>Reflective Assignments</li> <li>Community Service</li> <li>Mediation</li> <li>Referral to Law Enforcement Agencies</li> <li>Restitution</li> <li>SSST Referral</li> <li>Confiscation of Inappropriate Items</li> <li>Out of School Suspension</li> <li>Expulsion</li> <li>Other as Assigned By the School Leader</li> </ul> |
|--|--|

Zero Tolerance Policy

Friendship PCS enforces a ZERO TOLERANCE policy with regard to violence, drugs or the possession of any object that can serve as a weapon or can be used as a means to physically harm, threaten, intimidate or endanger any individual. These acts will result in an automatic expulsion, which is an indefinite dismissal from Friendship PCS.

Primary and Elementary List of Infractions for Grades PreSchool-5

Class I Infractions: Teacher or Administrator response or In-school suspension (unless consistently repeated behavior)

- E-A1 Carries out, possesses, creates material and/or uses inappropriate language of an offensive nature
- E-A2 Violates uniform policy five (5) or more times
- E-A3 Is anywhere other than assigned location without permission from school staff member or supervising adult
- E-A4 Possesses or uses electronic devices not related to instruction, except as described in the section regarding authorized electronic device policy
- E-A5 Does not follow the directions of an adult
- E-A6 Engages in disorderly conduct
- E-A7 Engages in sexual contact

Class II Infractions: Administrator response and In-School Suspension or 1- to 5-day out-of-school suspension

- E-B1 Fights with another student
- E-B2 Forges, alters, destroys or fabricates any document or item
- E-B3 Commits an act of academic dishonesty (first offense)
- E-B4 Theft, vandalism or destruction of property with a value under \$100
- E-B5 Inappropriate use of technology
- E-B6 Engagement in sexual acts
- E-B7 Incites or coerces another student to commit a Class II infraction
- E-B8 Possesses an object that can be used as a weapon and is not of any reasonable use to the student at school
- E-B9 Attempts to threaten an individual
- E-B10 Possesses matches or lighter

Class III Infractions: Long Term Suspension (6 to a maximum of 20 days) and Possible Recommendation for Expulsion

- E-C1 Repeated Class II infractions
- E-C2 Gambles or is a spectator of gambling
- E-C3 Commits an act of academic dishonesty
- E-C4 Theft, vandalism or destruction of property over \$100
- E-C5 Engages in harassment
- E-C6 Trespasses on school property or at school events
- E-C7 Brings, possesses and/or uses a weapon, incendiary, explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school
- E-C8 Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bongs, rolling papers, etc.) and/or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse
- E-C9 Commits a threatening act against an individual
- E-C10 Commits or is involved in committing false alarms
- E-C11 Assaults or attempts to assault any individual
- E-C12 Commits or attempts to commit an act that causes severe injury to another person
- E-C13 Commits or attempts to commit an act of sexual assault
- E-C14 Incites or coerces another student to commit a Class III infraction
- E-C15 Commits two or more Class III infractions in the same school year and is therefore subject to automatic recommendation for expulsion
- E-C16 Mandatory referral to the police (or juvenile system for very young child(ren) for any student who brings or possesses a gun to school (must be expelled for not less than one (1) calendar year under Federal Gun Free Schools Act)
- E-C17 Robbery/attempted Robbery

Secondary List of Infractions for Grades 6-12

Class I Infractions: Teacher or Administrator response or In-school suspension (unless consistently repeated behavior)

- S-A1 Carries out, possesses, creates material and/or uses inappropriate language of an offensive nature
- S-A2 Violates uniform policy two (2) or more times
- S-A3 Possesses or uses electronic devices not related to instruction, except as described in the section regarding authorized electronic device policy
- S-A4 Does not follow the directions of an adult
- S-A5 Engages in disorderly conduct

Class II Infractions: Administrator response and In-School Suspension or 1- to 5-day out-of-school suspension

- S-B1 Possesses matches or lighters
- S-B2 Inappropriate use of technology
- S-B3 Is anywhere other than assigned location without permission from school staff member or supervising adult
- S-B4 Repeated Class I infractions

Class III Infractions: Long Term Suspension (6 to a maximum of 20 days) and Possible Recommendation for Expulsion

- S-C1 Repeated Class II
- S-C2 Forges, alters, destroys or fabricates any document or item
- S-C3 Fights with another student
- S-C4 Engages in harassment
- S-C5 Trespasses on school property or at school events
- S-C6 Engages in sexual acts
- S-C7 Commits an act of academic dishonesty
- S-C8 Theft, vandalism or destruction of property
- S-C9 Gambles or is a spectator of gambling
- S-C10 Possesses, distributes, sells and/or uses a weapon, explosive, incendiary or other dangerous object
- S-C11 Brings, possesses, uses, sells, or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bongos, rolling papers, etc.) and/or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse
- S-C12 Threatens any individual
- S-C13 Commits or is involved in committing false alarms
- S-C14 Engages in group fighting or in any gang related activity including intimidating or threatening violence
- S-C15 Commits or attempts to commit an act that causes severe injury to another person
- S-C16 Commits or attempts to commit an act of sexual assault
- S-C17 Assaults or attempts to assault any individual
- S-C18 Incites or coerces another student to commit a Class III infraction
- S-C19 Commits two or more Class III infractions in the same school year and is therefore subject to automatic recommendation for expulsion
- S-C20 Mandatory referral to the police (or juvenile system for very young child(ren) for any student who brings or possesses a gun to school (must be expelled for not less than one (1) calendar year under Federal Gun Free Schools Act)
- S-C21 Robbery/attempted robbery

Procedures for Suspension and Expulsion

1. All notices regarding disciplinary action will be given to the parent in writing on the day that the school makes a decision to suspend the student and must be signed by a school administrator or designee.
2. Students who are under fourteen (14) years of age, who have been given an out of school suspension or expelled may not leave school grounds during school hours unless accompanied by a parent/guardian or parent/guardian designee. Parents/guardians of students 14 years of age or older who have been suspended or expelled will be extended the opportunity to be accompanied from school grounds by a parent, guardian or their designee.
3. Short Term Suspensions: The school administrator or designee may suspend a student for not more than 9 days (consecutive or cumulative) in a school year.
4. For short term suspensions beyond 9 days total (consecutive or cumulative) in a school year, it will be a recommendation only by the school administrator or designee and will be reviewed by Community Office for a final decision. Absent extenuating circumstances that threaten the safety or welfare of the student or the school, the student will remain in the school environment until a final decision is rendered.
5. Long Term Suspensions or Expulsion: The school administrator or designee may only recommend:
  - a. Long term suspension from 10 to a maximum of 20 days and/or
  - b. Expulsion
6. All recommendations for Long Term Suspensions or Expulsions will be reviewed by the Community Office for a final decision.
7. Suspensions will include school closure days, excluding weekends.
8. Once a student is suspended, a student homework packet must be available for a parent to retrieve by the end of the school day.
9. For students with IEPs, 504 Plans and students who are in the process of being evaluated for special education who are suspended for more than 10 days in a school year, a multi-disciplinary team will review all relevant educational records contained in the student's file or in possession of the school to determine whether the student's violation of school rules was a manifestation of the student's disability.
  - a. If it is determined that the student's behavior was a manifestation of the student's disability, the student will be returned to his/her educational placement.
  - b. If it is determined that the student's behavior was not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.

Procedures for Appeal

1. Upon notification of disciplinary action, a parent/guardian shall have 48 hours to contact the school administrator to request a meeting.
2. During the parent/guardian meeting with the school administrator, the parent/guardian shall have the right to review the details of the case and any supporting evidence and to request that the school administrator reconsider the disciplinary action.
3. In the event that the administrator is unwilling to reconsider, the parent has the right to appeal any suspension of 10 days or more as well as expulsion by contacting the Community Office at 202-281-1700 within 24 hours of the meeting with the school administrator.
4. The student or parent/guardian of record can submit letters from witnesses, character letters, statement from the student and any other information relevant to the case in writing within 48 hours of contacting the Community Office. Community Office representatives may also elect to speak with the parent and student regarding the incident.



# Parent/Student Handbook

## 2012-2013

### Review and Determinations

1. All recommendations for suspensions of 10 days or more and expulsion will be reviewed by the Community Office for final determination, regardless of the parent's/guardian's request for appeal.
2. In the case of an appeal request, additional information submitted by the parent and student within the 48 hour timeframe will also be considered.
3. Determinations made at the Community Office shall be final and will be communicated to the parent/guardian and school administration in writing.

**Alternative Programs:** A student may be assigned to or offered the opportunity to participate in alternative programs available if, in the opinion of school officials, such assignment would benefit the student. A student with a disability should be referred to the IEP team to determine appropriate services and placement.

### Locker and Desk Searches

Students' lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Periodic general inspections of lockers may be conducted by school officials without student consent and without a search warrant. If the school official conducting the search develops reasonable suspicion to believe that a container inside the locker or desk, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to the guidelines for personal searches described above.

### Use of Metal Detectors

Federal law, state law and school policy prohibit weapons of any nature on school property or at school functions. The presence of weapons is inherently dangerous to all persons in the school setting. When school administrators have reasonable suspicion to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at school, then the school is authorized to use stationary or mobile metal detectors.

Metal detectors are used daily and students and parents are notified through the Student/Parent Handbook as well as through annual orientation sessions. Students will be allowed to use only design-nated entrances. If a metal detector activates on a student, the student will be asked to remove metal objects from his or her person and to pass again through the detector. If the detector again activates, the student will be again requested to remove any other metal objects from his or her person and to pass a third time through the detector. If the detector activates for a third time, the student should be taken to a room out of view from other students where the procedures described above for a search would be followed.

### Seizure of Illegal Materials

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

### Student Interrogations

- o Interviews. Interviews of students by police authorities will be allowed only when:
  - The officer has a warrant; or,
  - WRITTEN OR VERBAL PERMISSION FROM A PARENT OR GUARDIAN IS OBTAINED; OR,
  - THE QUESTIONING OF STUDENTS CONCERNS A CRIME COMMITTED ON SCHOOL PROPERTY.

# Parent/Student Handbook

## 2012-2013

- o Removal of Students. Removal of students by police authorities will be allowed only when:
  - WRITTEN PERMISSION FROM A PARENT OR GUARDIAN IS OBTAINED; OR,
  - THE OFFICER HAS A WARRANT; OR,
  - THE PARENT OR GUARDIAN IS PRESENT AND GIVES CONSENT; OR
  - THE STUDENT COMMITS A CRIME ON SCHOOL PROPERTY

In each instance, the Principal or designee should notify the Friendship PCS Community Office. In matters regarding a school request for investigation of an incident, an administrator must be present at all times. Due process shall be followed and parents/guardians shall be notified at any point where criminal involvement by their child is suspected. Whenever possible and if appropriate, the parents/guardians will be present. The Principal or designee will provide a private place for all interrogations.

## STUDENT SERVICES AND RESOURCES

**Welcome to Friendship!**  
**Start Your Trip Down the Road to Achievement!**

### What resources are available to students?

We are here to prepare our students to be successful in life. We believe that each student will be successful if s/he takes full advantage of the range of programs offered at Friendship PCS. Here, we provide you with a wide range of opportunities available to Friendship PCS students. Refer to your schools supplemental packets for additional information.

### Extended Learning Programs, Tutoring and Extra-Curricular Activities

Broaden Your Horizons After School:

- Enrichment and after school activities let you explore a world of interests. Singing in the choir, playing in a music ensemble or jazz band and joining the Girl Scouts and Boy Scouts are but a few of the many examples.
- Friendship has partnerships with a multitude of prestigious area organizations—such as NASA, the Kennedy Center and the National Symphony Orchestra. These partnerships are your ticket to engineering, theater, dance, spelling bee, arts and poetry programs and to fascinating museums.
- Student clubs and associations let you engage in science, debate, foreign language, drama and art. Through additional student clubs, you can be part of student government, work on the yearbook, do community service and more. You also could be tapped to join the regular or junior chapter of the National Honor Society.
- Unique opportunities abound. For example, you can join a Robotics team that competes in national championships or attend Saturday Learning Camps.

Participate in Athletics:

- Playing sports not only keeps you active, but also teaches you to work well with others. At Friendship, you can choose from a wide array of sports—baseball, basketball, football, tennis, track and field, soccer and volleyball. You may also join a step team. You may choose from boys-only, girls-only and co-ed teams.
- As a student, you will spend at least 45 minutes a day in physical education. Younger students also will complete the Butterflies and Joey program, which teaches you to take care of your body, to eat healthy food and to manage your weight.

# Parent/Student Handbook

## 2012-2013

### Saturday Learning Camp (SLC)

Parents will receive a notification if their children qualify for referral to Saturday Learning Camp. If you are contacted, your child will be required to attend SLC where supplemental instruction will be provided to bring your child up to grade level. This program is one of many services provided by Friendship PCS to help all students meet their potential. It is a three-hour program in which intensive instruction is provided in a small classroom setting of less than 10 students. For more information contact Gail B. Sivels, Director of Parent Relations and Sponsored Programs at 202-281-1700 and [gsivels@friendshipschools.org](mailto:gsivels@friendshipschools.org).

### English Language Learner Student Identification Policy

In compliance with state and federal guidelines, FPCS is committed to providing equal opportunity for English language learners. To ensure that ELLs are provided with equal opportunity, FPCS will:

- Identify limited English Proficient students;
- Assess their level of English Language proficiency;
- Provide appropriate instructional support services for students identified as limited English proficiency; and
- Monitor their academic growth through the use of periodic evaluations and teacher input.

Once ELLs are identified, FPCS provides ongoing support to our students. Using an intensive English program, the academic content areas of English language arts, social studies, science and mathematics are used to drive the success of all ELLs. This ensures that ELLs have access to the same academic content and performance standards as non-ELLs. All instruction is given in English through a program that is created by the ESL teacher and general educator to meet the individual needs of each child. Both teachers work to reduce language-based barriers in academic subjects and improve ELLs' comprehension and/or word reading ability. Through their full inclusion and participation in the general education classroom, English language learners at Friendship are held to the same rigorous standards as all students. Where necessary, the ESL teacher may also provide direct, one-on-one language instruction in a pull-out setting, instead of using the general instruction time. The one-on-one instruction that students receive is based upon individual student mastery of grade level skills in English Language Arts. The ESL and classroom teacher will test each student's skill level and language needs based on both formal and informal assessments. For more information, or to direct questions regarding ESL services offered at Friendship Public Charter School, please contact the Community Office at 202-281-1700.

### Special Education Services

The Individual Disabilities Education Improvement Act (IDEIA) is a Federal law, the purpose of which is to "ensure that all children with disabilities have available to them a Free Appropriate Public Education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living."

Friendship Public Charter School does not discriminate against students with disabilities and enrolls and serves all students regardless of the type or severity of disability including but not limited to students with learning disabilities, emotional disabilities, intellectual disabilities, developmental delays, autism, students who are blind, visually impaired, deaf or hard of hearing. FPCS believes all students can learn with appropriate educational services.

Friendship Public Charter School prides itself in providing multiple student supports, including but not limited to specialized instruction from qualified special education teachers and related services in the area of counseling, behavioral supports, speech, occupational therapy, and physical therapy. FPCS offers a continuum of settings and placements for students with special needs. The goal and mandate of federal law (IDEA) is to educate students in the least restrictive environment that meets their academic and social emotional needs. FPCS educates students with special needs in the least restrictive environment. The least restrictive environment is an inclusion setting where students with special needs are provided instruction

# Parent/Student Handbook

## 2012-2013

that meets their individual needs in the general education classroom. The student remains with his/her general education peers but receives the necessary supports and accommodations from the special and general education teachers to be successful. If a student needs more support than can be provided in an inclusion setting, based on academic and/or social difficulty in the general education classroom, additional classroom environments may be considered. For example, the students may show more success after receiving instruction in a pull out setting; resource classroom or self contained classroom. The final placement decision is made by a multi-disciplinary team that includes school staff and the parent. After the placement decision is made the special education staff regularly review each student's level of service and monitor his/her progress to ensure that the services are appropriate.

You as a parent or legal guardian can request that your child be evaluated. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individualized Education Plans (IEPs), maintaining student records and reporting student progress are managed at each school by the Special Education Coordinator (SEC). If your child is found eligible for special education and related services, the District of Columbia Municipal Regulations mandate that all persons who are residents of the District are entitled to receive those services from age two through twenty-two.

The cornerstone of IDEIA is the requirement that parents be active participants in determining the services that will appropriately address the special education needs of their children. An effective partnership between parents and educators is necessary requires that all people involved be fully informed about the students special education needs and collaborate together to address the needs. Sometimes collaboration will include exploration of additional home and community based supports that can be provided outside of the school day to assist the student. Opportunities to explore options, alternative or additional outside the learning environment are important to the overall success of the student. FPCS is committed to partnering with parents to foster a positive educational experience for their child.

### What Is an IEP?

If your child is found eligible for special education services, an Individualized Education Plan (IEP) will be developed with your participation and input. The IEP is a written plan of the specialized instruction and related services specifically designed and necessary to meet the unique educational needs of your child. The IEP states the classroom supports, services, and resources that FPCS will provide to each student with a disability. It contains measurable goals in academic and/or social emotional areas based on the student's present level of educational performance. In addition, the IEP states the setting where the services will be delivered and describes the amount of specialized instruction, related services and supports necessary for the student to make progress on the goals.

Primary contact person for special education services: School Principal or Special Education Coordinator at your campus.

### Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal statute designed to eliminate discrimination on the basis of a disability in any program or activity receiving federal financial assistance. In accordance with Section 504, a qualified student with a physical or mental impairment that substantially limits one or more major life activities shall not, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program or activity offered by FPCS.

Qualifying a student under Section 504 is made on a case-by-case basis. The Student Support Services Team (SSS Team) along with the 504 Coordinator at the individual campuses will review each referred child's individual profile to determine whether there is a physical or mental impairment that substantially limits a major life activity. The SSS Team/504 Coordinator will convene a 504 meeting with the parent(s) to review the nature and severity of the impairment, its duration or expected duration and the impact of the impairment on the child's opportunity to access and benefit from programs and activities offered by Friendship PCS.

# Parent/Student Handbook

## 2012-2013

If a student is determined eligible for services under Section 504, a plan will be developed that specifies the adaptation, accommodations and modifications that a student may need to participate in programs and activities offered by Friendship PCS. If you believe your child has a physical or mental impairment that substantially limits one or more major life activities, you may contact the 504 Coordinator at the campus where your child attends. The name of the 504 Coordinator for each campus may be obtained from the school's front office.

### Notice Of Nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), Friendship Public Charter School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment in, its programs and activities. The following person has been designated to handle inquiries regarding FPCS' non-discrimination policies:

Tamika Maultsby, Deputy Chief of Staff  
Friendship Public Charter School, Community Office  
120 Q Street NE  
Washington, DC 20002  
202-281-1700

### Grievance Policy and Procedure for Parents/Guardians and Students

The procedures outlined below establish how complaints regarding discrimination or harassment will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Procedures related to employees are addressed in the Friendship PCS staff handbook.

**Who May file:** Any person, including a student, parent or visitor, who believes they have been discriminated against or been the subject of harassment based on race, color, national origin, sex, age, or disability, in admission or access to, or treatment in, FPCS' programs and activities may make a informal or formal complaint.

**Informal Complaint:** FPCS recognizes that most if not all disputes are capable of being resolved amicably when there is communication between the person who believes they have been discriminated against or the subject of harassment and the school's administration. FPCS encourages but does not require that any person who has a grievance speak directly with the school Principal in an effort to resolve the concern(s).

### Formal Complaint:

#### Step 1 Initiation

A written notice must be completed and signed by the grievant and submitted to the Principal at the particular campus within ninety (90) days of the alleged discrimination or harassment. A complaint form may also be obtained from the school's front office. The written notice must identify the subject of the complaint, the time frame/date(s) of the occurrence and the resolution or relief sought. The written notice should be signed and dated.

#### Step 2 Investigation

The Principal or his/her designee will promptly conduct a thorough and impartial investigation of the matters outlined in the complaint. Each investigation will consist of obtaining written evidence, interviewing witnesses and allowing parties to present evidence. All matters relating to the investigation and/or the alleged discrimination or harassment are considered confidential and will not be disclosed to persons not involved in the investigation except as required by law.

# Parent/Student Handbook

## 2012-2013

### Step 3 Response

Within thirty (30) days of receiving the written notice, the Principal or his/her designee will respond to the grievant in writing, summarizing the information obtained from the investigation, determine whether the grievance was substantiated and if so, propose an appropriate resolution. If the grievance was substantiated immediate action will be taken to rectify the problem.

### Step 4 Appeal

If the grievant is not satisfied with the decision of the Principal he/she may appeal the decision through a signed written statement to the Deputy Chief of Staff, Tamika Maultsby at the Community Office, 120 Q Street NE, Washington, DC 20002, phone number 202-281-1700 within ten (10) days of receipt of the Principal's response. In an attempt to resolve the grievance, the Deputy Chief of Staff or designee shall meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Deputy Chief of Staff's or designee's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

A grievant who is not satisfied with the process or response or does not wish to utilize this process may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph); (202) 453-6021 (fax).

### Prohibition Against Retaliation

FPCS will not tolerate or permit retaliation against a grievant who files a complaint pursuant to this policy. Immediate action will be taken against any person found to have retaliated against a grievant that has made a complaint.

### Education of Homeless Children and Youth

The No Child Left Behind Act of 2001 and the McKinney-Vento Homeless Assistance Act are two pieces of federal legislation designed to ensure that homeless students receive educational opportunities. Homeless children and youth must have equal access to the same educational opportunities and services as non-homeless children and youth. In addition, homeless children and youth must have the opportunity to meet the same challenging academic achievement standards to which all students are held.

#### What is the definition of homeless children and youth?

The term "homeless child and youth" means:

- Children and youth who lack a fixed, regular and adequate nighttime residence; and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelter (including DC transitional housing); are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above



**What services are provided by the Homeless Children and Youth Program?**

The Homeless Children and Youth Program provides the following services: transportation assistance; dispute resolution; emergency school enrollment assistance; special projects; Homeless Awareness Month; staff development; and interagency collaboration.

If you have any additional questions or are in need of services, please contact the designated homeless liaison at your child’s school or the Community Office at (202) 281-1700.

### PARENT RESOURCES

**What is the Office of Parent Relations?**

The Office of Parent Relations will:

- Provide support and information to the parents and families of Friendship PCS.
- Keep parents in touch with Friendship PCS news and happenings and provide programs and services that keep parents connected throughout the year.
- Listen to parent concerns, provide referral information and coordinate informal resolution meetings.
- Keep Friendship PCS parents and families informed, involved and connected with the campus and your student’s education.
- Help parent connect with any special help or services.

**What is the Parent Advisory Council (PAC)?**

Friendship PCS has an involved PAC with a successful history and positive relationship with the administration, teachers and staff. All parents/guardians of Friendship students are automatically voting members of the PAC and are encouraged to attend and participate in the monthly meetings.

*How can a Parent/Guardian join?*

That’s the easiest part! Anyone can join the PAC. Call your child’s school and ask for the name of the PAC president, or simply show up at the next meeting. You will be welcomed with open arms.

*When does PAC meet?*

Blow Pierce Elementary & Middle – 4th Tuesdays at 6 p.m.  
Chamberlain Elementary & Middle – 2nd Tuesdays at 6 p.m.  
Woodridge Elementary & Middle – 3rd Tuesdays at 5:30 p.m.  
Southeast Elementary Academy – 3rd Wednesdays at 6 p.m.  
Technology Preparatory Academy – 4th Tuesdays at 6 p.m.  
Collegiate Academy – 2nd Mondays at 6 p.m.

**Is before-school and/or after-school care available through Friendship PCS?**

Friendship CARES is an extended learning program and the official before- and after-school care program of Friendship Public Charter School. The program serves students in grades preschool through 8 at the Chamberlain, Blow Pierce, Woodridge and Southeast campuses. While attending this program, students receive tutoring as well as other enrichment and developmental activities. For additional information, please contact Shakira Hemphill at 202-281-1700.

**Accessing Additional Resources to Support You and Your Child**

We understand that students and families may need support beyond the regular school day and we therefore offer extended learning and referrals to programs to meet practically every need. Please check with the main office, Student Support Managers, or Counselors to request information from our Resource Guide or phone the Community Office at 202-281-1700 for assistance.

Additional Information Resources:

D.C. Public Charter School Board web site: [www.dcpubliccharter.com](http://www.dcpubliccharter.com)  
Friends of Choice in Urban Schools web site: [www.focus-dccharter.org](http://www.focus-dccharter.org)  
D.C. Public Charter School Association web site: [www.dcpsa.org](http://www.dcpsa.org)

**How do I sign up to volunteer?**

Friendship PCS encourages and values volunteer involvement. Volunteers expand and enrich educational activities for students and staff by serving as tutors, mentors, providing assistance in the classroom, main office, field trips, etc. To volunteer please contact the school counselor who may recommend opportunities and assist you with the application process.

Friendship Parent Advisory Council will also solicit volunteers as needed. There are several events which require volunteers including the Friends and Family Movie Day, Spring Celebration, Graduations, Lunch duty and many others. Attending Parent Advisory Council meetings is a great way to meet other parents and get involved.

All school volunteers must have a background check. For more information please contact:

Gail B. Sivels  
Director of Parent Relations and Sponsored Programs  
120 Q Street, NE  
Washington, DC 20002  
202-281-1700  
[gsivels@friendshipschools.org](mailto:gsivels@friendshipschools.org)

**What is the Family Education Rights and Privacy Act (FERPA)?**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day Friendship PCS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask Friendship PCS to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If Friendship PCS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to withhold directory information. At its discretion, Friendship PCS may provide “directory information” without the consent of the parents or eligible students in accordance with the provisions of the Act. Directory information includes:
  - A. Student Name
  - B. Address
  - C. Telephone Listing
  - D. Participation in Officially Recognized Activities and Sports
  - E. Weight and Height of Members of Athletic Teams
  - F. Honors and Awards Received
  - G. Dates of Attendance
  - H. Date of Birth

# Parent/Student Handbook

## 2012-2013

Parents or eligible students may instruct Friendship PCS to withhold any or all of the information identified above by completing the “Release of Student Directory Information Form,” available upon request in writing within one month after the first day of the school year.

### What is No Child Left Behind (NCLB)?

As you may know, the No Child Left Behind Act requires that information be reported to parents annually with regard to school performance. Below are some details regarding No Child Left Behind for this school year.

- Friendship Public Charter Schools implement a Title I school-wide program, and you are welcome to join the school in its school wide-planning and implementation efforts. Please phone the school office if you are interested.
- You have the right to request information regarding your assigned teacher’s qualifications as defined by the No Child Left Behind highly qualified teacher reporting requirement.
- Parents are invited to provide input on the development and implementation of parent contracts for their schools.
- Annually, Friendship receives a report card and this information is posted in our schools and disseminated to parents. We will forward the latest report card to you when we receive it.

### Early Childhood Education Program Overview

Our belief is that all children can achieve at high levels and all Friendship PCS students will attend college. Preschool, Pre-K and Kindergarten are the first crucial steps in our students’ formal education which ultimately determine their life success. We recognize that at such an early age, our children are completely dependent on us to ensure that they receive the best possible start down their educational path. To that end, we will provide a rigorous academic program that provides them with the essential skills needed to ensure their future success. Also required is your commitment to their education and your full cooperation with the program’s policies.

#### How We Learn: An Introduction to Curriculum for Preschool and Pre-K

Our children’s learning experience will be rich and meaningful and will provide students the opportunity to investigate and explore the environment around them. Our curriculum model teaches us that children are active learners. Implementing play allows for their growth in 4 key developmental areas: social/emotional, language, physical, and cognitive development. Learning in the classroom occurs through students’ exposure to nine (9) different interest areas:

**Blocks** – Wooden blocks naturally appeal to young children because they feel good to the touch, are symmetrical and invite open-ended exploration. Children in the block area can construct, create and represent their experiences.

**Dramatic Play** – An area designed to inspire creative and imaginative play. In this area children break through the restrictions of reality, and pretend to be something or someone different from themselves, and make up situations and actions that go along with the roles they choose.

**Toys and Games** – Manipulatives, puzzles, matching games and other games that children can play at a table, or on the carpet; individually or with a friend or small group.

**Art** – Here, children can create and represent their ideas in a visual form. On a table or on the floor, at an easel or work bench, children draw, paint, color, knead, glue, cut and make things of their own choosing.

**Library** – Children develop the motivation and skills necessary to read and write, as they hear stories, read aloud every day, look through books on their own and retell familiar stories.

# Parent/Student Handbook

## 2012-2013

**Discovery** – Children will use their senses to investigate and learn, ask questions and make observations.

**Sand and Water** – A natural outlet to play, children need little introduction to these materials. This area is used to promote sensory experiences.

**Music and Movement** – Music naturally delights and interests children; it is a place for children’s high spirits and creative energy to be expressed.

**Computers** – This area is a place where children can have fun while exploring the many exciting things that computers do. Children use computers to investigate questions, solve problems and explore and manipulate objects on a screen.

### Early Childhood Program Requirements

**Attendance** – Students are expected to be present at least 95% of the school year. The early childhood program at Friendship prides itself on being rigorous in both content and pace. Therefore, missing any amount of school could negatively impact the success of your child in the program here at Friendship. Students are expected to adhere to the attendance policies of the Friendship Public Charter School as well as the below requirements.

- School begins at 8:00am. Students will be considered tardy after 8:00 am.
- Breakfast is served every morning at the start of school and clean up is at 8:15 a.m.
- **Come to school on time every day!** When your child is absent they miss valuable instructional time and when they are late, it is a distraction to learning time.
- Students are required and expected to remain at school the entire school day. NO early dismissals. Should an early dismissal be needed for a medical appointment, a doctor’s note is required.
- If a student misses between 1- 5 consecutive days, s/he must have a parent’s or doctor’s note upon their return and will be subject to additional consequences stated in the Friendship PCS Student Attendance Policy.

#### Failure to adhere to the aforementioned expectations will result in the following:

- **For every unexcused absence or late arrival after 8:00 a.m., you must volunteer the same amount of instructional time lost for the month throughout the next month of school.**
- **For late pick-ups after 3:30 p.m. (grace period), you must volunteer the amount of time you were late in your child’s classroom the following month.**

#### Safety

- **Every child MUST be signed in and out at their classroom door by an adult on their pick-up list.** If a FPCS sibling is picking them up, they will sign the child out on your behalf and they must be included on your pick-up list as well.
- **Make wise choices about your child’s health and the safety of others around him/her.**
  - If your child has a fever, diarrhea, or has taken medication that would make him/her drowsy before coming to school, it would be in the best interest of the child to keep him/her home for that day.
  - **You MUST inform the school nurse of any medical conditions your child may have even if it has only happened once.** (Ex. Seizures, asthma, allergies)
  - **All medication must be given to the school nurse with a note from the doctor.**

#### Clothing

- **We have a strict uniform dress code** which includes a polo or oxford shirt, khaki color bottoms (length must be to the knees for skirts and shorts), white or solid dark colored socks/tights (**NO colorful or patterned socks/tights**), and black or brown shoes.
- **No shoes with laces** (They put them in their mouth, wet them from the bathroom, and they play with them all day).



# Parent/Student Handbook

## 2012-2013

- **No belts** (They have most of their accidents because they can't get their belt off in time.)
  - **It is required for all students to have at least (2) spare uniforms in their cubbies at all times** that must include underwear, socks, and extra pair of shoes (when your child has an accident they wet themselves all the way to the bottom of their shoes!)
  - **Please label ALL clothing!** We are not responsible for lost or stolen items.
  - **Bring a smock or an extra large t-shirt to school with your child** to protect uniforms from messes.
  - **Please do not dress your child in tight or baggy clothes.** They cannot run and play if they are worried about their clothes all day.

### Expectations

- **Your child must be fully potty trained from day one.** We do not potty train students in school. Students must be 100% independent in taking care of their toileting needs. Pull-ups are prohibited in school.
- **If your child is having difficulty adjusting to school** (i.e., constant crying, running out of the classroom, etc.) after (2) weeks of being in school, a mandatory meeting will be scheduled with you, your child's teacher, and the school administration.
  - As a result, a plan will be developed for your child that will include interventions that will be put into place and monitored for a specified amount of time.
  - If your child continues to cry or display inappropriate behavior after a month of being in school, a mandatory conference will be scheduled with you, your child's teacher, SSST team and Administration to develop a separate plan to be monitored and followed through with specific next steps if there is no evident progress within the child's identified behaviors.
  - **Inappropriate behavior** will result in consequences.
  - We expect students at all times to show RESPECT:  
Responsibility: We take responsibility for our actions.  
Every day, we come to school **ON TIME**.  
Say our thoughts in COMPLETE SENTENCES. We use words to work through conflicts.  
Positive, can-do attitude. We don't say "I can't." We say "I will try" and we always do our best.  
Equal time for everyone; we share our materials.  
Clean up behind ourselves in all areas of our school.  
Treat others the way we want to be treated: with kind words.
- **Emergency contact sheets MUST be up to date with the teacher and the main office at all times with working phone numbers.**
- Read ALL materials that are sent home and please limit phone calls to the classroom for emergencies ONLY as to not interrupt instruction
- **STAR Days (Parent Teacher conferences), homework and field trips are mandatory.**

# Parent/Student Handbook

## 2012-2013

### Supplies

- We are a sharing learning community which means that all supplies are for everyone to use and share. Please **DO NOT** label supplies.

### ITEMS IN BOLD ARE REQUESTED AS OF THE START OF THE SCHOOL YEAR

(Please note – A school supply list will be given twice a year; at the beginning and middle of the school year.)

- |  |   |
|--|---|
| ■ <b>Blankets</b> (please label, no pillows or toys) | ■ Plastic cups  |
| ■ <b>Hand sanitizer</b>                              | ■ Paper plates  |
| ■ <b>Flushable wipes</b>                             | ■ Zip lock bags (1 pkg. gallon size, 1 pkg. quart size) |
| ■ <b>Clorox wipes</b>                                | ■ Smock/XL t-shirt for painting                         |
| ■ <b>Box of tissues</b>                              | ■ Book bag (regular sized) - <b>no wheels</b>           |
| ■ <b>Paper towels</b>                                | ■ (3) Jumbo pencils                                     |
| ■ <b>Cleaning spray</b>                              | ■ Xerox Paper   |
| ■ Liquid Soap  | ■ Pack of construction paper                            |
| ■ Lysol spray  |   |

# Parent/Student Handbook

## 2012-2013

### Sample Schedule for Preschool and Pre-K

25 min	Arrival Routines/ Breakfast	School Begins <u>promptly</u> at 8:00 am. Students will greet one another and teachers upon arrival. Students will be engaged in arrival routines and breakfast.
20 min	Explore Time	Students participate in activities in Interest Areas
8 – 10 min	Clean Up	Students clean up the classroom and prepare for next activity.
15 min	Morning Meeting/ Introduction to Centers	Whole Group meeting on the carpet to brief students of the day's activities
5 min	Transition	Students choose centers
1 hour – 1 hr 15 min	Centers and Small Group Instruction	Students engage in Teacher led small group learning activities and independent play based learning activities.
5 – 10 min	Clean Up	
15 min	Shared Reading	Interactive reading experience. Children join in the reading of a big book or other enlarged text as guided by a teacher
3 – 4min	Transition	Students walk to special subjects
45 min	Specials	Students receive instruction in Music, Art, Dance, and Gym ( Course offerings vary by campus)
3 – 4 min	Transition	Students are returning to classroom and prepare for lunch.
25 – 30 min	Recess	Students engage in gross motor activities outside (weather permitting).
25 – 30 min	Lunch	Students eat lunch in the classroom
1 hour – 1 hour 15 min	Nap	Rest Time
10 min	Transition	Students Wake Up, Clean up, and prepare for next activity
15 min	Mathematics Whole Group Lesson	Whole Group Lesson on mathematic concept
45 min – 1 hour	Centers/Small Groups	Students engage in Teacher led small group learning activities and independent play based learning activities.
10 – 15 min	Story Time	Students Listen to Books read by teacher and choose books to read independently
10 – 15 min	Dismissal/ Snack	Parents arrive; students prepare to go home. <i>EVERY Friday = 1:00 PM DISMISSAL</i>

# Parent/Student Handbook

## 2012-2013

### Sample Schedule for Kindergarten

30 min	Arrival Routines	School begins PROMPTLY at 8:00 AM. We will be using this time to check in with each student. Students will be engaged in arrival routines and explore time.
15 min	Morning Meeting	Students greet one another and discuss the day's upcoming events.
45 min	Reading and English Language Arts	Teacher will model effective reading practices. Students will be reading independently and in reading stations and working on good reader strategies.
10 min	Bathroom Break	Students go to the restroom as a group at least twice a day.
1 hour – 1 hour 10 min	Intentional Read Aloud/ELA Small Groups	Students will be actively engaged in learning centers. We will be meeting with small groups at this time for guided reading instruction.
45 min	Specials	Students receive instruction in Music, Art, Dance, and Gym.
25 – 30 min	Recess	Students engage in gross motor activities outside (weather permitting).
10 min	Bathroom Break	
20 – 30 min	Lunch	Students eat lunch
50 min	Writer's Workshop	Students are authors: they brainstorm, write, and edit their own original stories.
45 min	Mathematics	Teacher will model new math skills and concepts. Students apply the skills in multiple ways and are actively engaged in learning centers.
45 min	Math Explore/Math small groups	Students will be mathematicians, exploring math concepts with different manipulatives. We will be meeting with small groups at this time.
15 min	Closing Circle	We will discuss the events of the day and talk about exciting events to come.
15 min	Dismissal	<i>EVERY Friday = 1:00 PM DISMISSAL</i>

# Parent/Student Handbook

## 2012-2013

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### Frequently Asked Questions

■ ***What time does school start?***

School starts PROMPTLY at 8:00 AM. It is imperative that your child comes to school **ON TIME** EVERY DAY. Our day is packed with learning. If your child must be absent, you must bring in a doctor's note or notify the teacher of extenuating circumstances (in writing) so that the Student Information Manager can be informed. Three (3) tardies equal one (1) absence.

■ ***Will my student have homework?***

Yes, your student will have homework.

■ ***Seriously, homework? How important could homework be in an Early Childhood classroom?***

Daily homework reinforces concepts we teach in class. More importantly, it gets students in the habit of coming home, finding a place to work, pulling out their work, having discussions with a parent or sibling, and completing their assignments independently. It builds independence and responsibility. Your child WILL have homework in first grade through college, so it is imperative that we emphasize its importance NOW. Otherwise we are doing our students a disservice.

■ ***How will I receive important information?***

The easiest way for teachers to communicate with you is by putting information in your child's folder. **PLEASE CHECK YOUR CHILD'S FOLDER DAILY.** Although we are always eager to talk with you about your child, the morning arrival period is not always the best time for a lengthy discussion. The children need our attention, and we want to be available to them. Please feel free to write a note, leave a message, or email your child's teacher and they can set up a time to speak.

■ ***Will my child be napping daily?***

All Preschool & Pre-K 4 students will be napping daily. On average, your child's rest time will be one (1) hour and twenty (20) minutes, following lunch.

Kindergarten Students will have a brief resting period at the beginning of the year approximately forty five (45) minutes, but this rest period will be phased out entering the 2nd quarter.

■ ***What does my student wear every day?***

Your child needs to come to school in FULL UNIFORM EVERY DAY unless specified by your teacher. PLEASE also send in 1-2 clearly labeled extra uniforms (with socks and underwear!) in case of accidents.

■ ***How can I best support my student at home?***

We cannot stress the importance of **READING** with your child on a DAILY basis. Research shows that students who constantly interact with print have greater reading success. If you want to give your child an advantage, READ WITH THEM. Additionally, find 15 - 20 minutes a day to work with your child on his/her homework. This small amount of time each day will set your child up for future success. Older siblings are a great help!

■ ***What will happen to my child's supplies?***

The items your child brings in from the Early Learning supply list will be shared within their classroom community.

■ ***Can my child bring toys to school?***

Toys and personal valuables SHOULD NOT be brought to school (unless specifically requested for a project). If you would like to send personal belongings with your child, please send a book!

**Learn  
Achieve  
Grow**



Public Charter School